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English Teacher with Whole School Responsibility for Literacy

Job Title:	Literacy Coordinator
Grade	Main Scale/OPS plus Teaching and Learning Responsibility 2B (£4,432)
Accountable to:	The Assistant Headteacher in Charge of English
Start:	1st September 2018

MAIN PURPOSE OF THE ROLE:

- To be accountable for the standards of teaching and learning and pupil progress in Literacy throughout the school.
- To lead, manage and develop Literacy throughout the school.
- To manage a team ensuring best practice across identified areas of the curriculum.
- To develop the use of technologies to support and enhance teaching and learning.
- To exercise professional skills and judgement.
- To impact on the educational progress of all pupils in the school.
- To lead, develop and enhance the classroom practice of teaching staff and teaching assistants.

ACCOUNTABILITIES AND TASKS

Accountability	Task
Leadership	<ul style="list-style-type: none"> • Take responsibility for the development and implementation of the whole school policy for Literacy. • To communicate and liaise effectively with both parents and primary education providers, to build positive partnerships between them and the school. • Use national, local and school management data to monitor standards of achievement across the school in Literacy. • Monitor the progress made towards achieving targets and use this information to plan future developments.

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	<ul style="list-style-type: none"> • To research best practice and lead the staff in CPD which enhances outcomes for students • Collaborate with staff on short, medium and long term planning to develop Literacy in relation to: <ul style="list-style-type: none"> ○ Resources ○ Continuous professional development of staff ○ Aims of the school, including its policies and practices ○ Challenging targets for improvement • Manage strategic development across identified areas of the curriculum.
Teaching and Learning	<ul style="list-style-type: none"> • To model excellence in the teaching and learning of literacy • Plan and monitor coverage, continuity and progression in literacy throughout the school. • Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils. • Evaluate the teaching and learning of Literacy in the school through monitoring activities including: <ul style="list-style-type: none"> ○ Lesson observations ○ Work and planning scrutiny ○ Pupil discussions ○ Analysis of results and assessment data ○ Attending planning meetings ○ Leading staff training • Use this analysis to identify effective practice and areas for improvement and, in conjunction with the leadership team, take action to further improve the quality of literacy across the school

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Leading and Managing Staff	<ul style="list-style-type: none"> • Lead professional development of teaching staff and teaching assistants through example, support and liaison with the leadership team. • Ensure trainee, newly qualified and staff new to the school receive appropriate support for the teaching and learning of literacy • Lead a team of staff
Efficient and Effective Deployment of Staff and Resources	<ul style="list-style-type: none"> • Effective and efficient deployment of staff and resources • Establish resource and staff requirements for Literacy and inform the head teacher of costs and priorities. • Distribute resources to meet the objectives of the school. • Ensure the effective and efficient management of learning resources for Literacy – including the school library. • Ensure a stimulating but safe learning environment in which risks are regularly assessed.
Other Professional Requirements	<ul style="list-style-type: none"> • Establish and maintain effective working relationships with professional colleagues and other subject leaders to develop cross curricular links and creative approaches to learning. • Establish effective relationships with parents and inform them of developments and practices relating to the teaching and learning of Literacy. • Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post. • Be aware of the need to take responsibility for your own professional development. • Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

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| | <ul style="list-style-type: none">• Undertake any other duty as specified by Head teacher not mentioned in the above. |
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This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder annually in Appraisal/ Performance Review as necessary.



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Person Specification: Literacy Coordinator

	Essential	Desirable	Assessment
<u>Qualifications</u>			
Qualified Teacher Status	✓		Application
First degree or equivalent	✓		Application
Higher degree or further relevant professional qualification		✓	Application
Evidence of recent professional development	✓		Application
<u>Experience</u>			
Evidence of outstanding teaching ability	✓		Interview/ Reference
Recent successful experience of responsibility in the relevant faculty of a secondary school	✓		Application
Evidence of successful impact on raising standards and improving student progress and outcomes	✓		Application / Interview
Evidence of developing the teaching and learning of others, demonstrating, promoting and encouraging outstanding classroom practice	✓		Interview / Reference
Sound and current knowledge and understanding of the changing curriculum at Key Stages 3 and 4.	✓		Application / Interview
Ability to promote parental engagement and develop positive relationships with even the most challenging parents/carers	✓		Interview / Application
A good knowledge of effective social inclusion strategies and evidence of successfully promoting social inclusion	✓		Interview / Application

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Able to demonstrate commitment and experience in developing effective links with the local community, businesses and other stakeholders		✓	Application / Interview
Experience of working in more than one secondary school		✓	Application
<u>Knowledge and Understanding</u>			
An understanding of the latest research and how to implement it in context to achieve maximum impact	✓		Interview
Able to effectively analyse student data to monitor and improve performance	✓		Application/ Interview
To understand effective school self-evaluation processes and how the process of development leads to impact.		✓	Interview
Able to successfully lead a team to plan, deliver and evaluate change and improvement		✓	Interview / Application
Sound knowledge and understanding of all aspects of Safeguarding	✓		Interview
Sound knowledge and understanding of working with students with additional needs	✓		Interview / Application
Self-aware with a good understanding of own personal strengths and weaknesses	✓		Interview / Application
Has a vision committed to improving outcomes for all students	✓		Interview / Application
Can identify and remove barriers to learning	✓		Interview / Application
<u>Personal Qualities</u>			
Ability to build and maintain quality relationships through effective communication, professional integrity and creative, innovative and dynamic leadership	✓		Interview
Able to inspire trust and confidence across the whole school community	✓		Interview

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Able to successfully lead change and inspire others	✓		Interview/ Application
Able to demonstrate excellent written and oral communication skills	✓		Interview / Application
Possess strong personal presence and able to act as a successful ambassador for the school within the local community	✓		Interview
Demonstrate enthusiasm and a capacity for sustained hard work with energy, vigour and resilience	✓		Interview
A good sense of humour	✓		Interview
High levels of integrity, compassion and trust	✓		Interview / Application
Demonstrates a commitment to continual improvement	✓		Interview / Application
Confident in holding colleagues to account	✓		Interview
Models and takes responsibility for the implementation of new initiatives	✓		Interview / Application
Develops others by offering practical help , building confidence and creating opportunities for collaboration.	✓		Interview / Application



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Further Information:

Downlands Community School is a thriving, 11-16, mixed, comprehensive school, set in a beautiful location at the foot of the South Downs and only 6 miles north of Brighton with an enviable reputation for success with pupils of all abilities and from all social backgrounds. Full information about the School is available from the Downlands Website - see “Information for Applicants” under “Vacancies” on the website.

Downlands last OFSTED Report was published in January 2017, and judged Downlands to be an “outstanding” school. Please visit the OFSTED or School website to read the report.

The English Department achieves outstanding results. The Department is forward looking and innovative. We wish to recruit a teacher with a passion for the teaching of English who also has the experience and skills to lead, manage and develop literacy across the School.

Downlands is West Sussex School and uses national pay scales. The pay range for a Main Scale Teacher is point 1 (£22,917) to point 6 (£33,164). Teachers will be placed on this range according to the number of years of successful teaching experience they bring. The pay range for teachers on the Upper Pay Range is point 1 (£35,927) to point 3 (£38,633). Teachers will be placed on this range according to their current point on the range unless evidence can be produced of successful appraisal and recommendation from their current Headteacher that progression is warranted. The post carries a Teaching and Learning Allowance 2B (£4,432)

Applications

Visits prior to application are welcomed and encouraged.

Applications should be made on a West Sussex Application form for teaching posts which can be downloaded from the School website.

Applications should be addressed to Mr Mark Wignall –Headteacher and emailed to: jmcmahon@downlands.org

Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. West Sussex is an equal opportunities employer. Candidates with disabilities who are shortlisted will be asked if any arrangements are required for the selection process.

The job will be offered subject to satisfactory references, criminal record, qualifications and health checks.

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A copy of the staff dress code can be found on the school website

The start date is **1st September 2018.**

The **closing date** for applications is midday on **Tuesday 23rd January 2018.**

Interviews are expected to be held soon after the closing date for applications. Applicants that have not been invited to interview by Wednesday 31st January should assume that they have not been successful on this occasion.

All communication will be by email or telephone.

All questions about the post and the application, selection and appointment process should be directed to our HR Officer, Jim McMahon.
email: jmcmahon@downlands.org or telephone 01273 845 892 Ext 269 or direct line 01273 84 77 34

Thank you for your interest in the post.