

## **JOB DESCRIPTION**

**Post Title:** Secondary Reading Strategy Lead

**Salary:** MPS/UPS + SEN 1+ TLR 2A

**Responsible to:** Head of School/SLT

### **Job Purpose:**

The Secondary Reading Strategy Lead, under the direction of the Senior Leadership Team, will take a major role in:

The subject leader will take lead responsibility for providing leadership and management for the Secondary Reading Strategy to secure:

1. High-quality English teaching in KS3
2. Effective use of resources
3. Improved standards of reading, across KS3 and KS4.

Your responsibilities will include:

- Raising standards of reading in Key stage 3 and 4 and to monitor and support learner progress so they all fulfil their potential.
- Ensuring that learners continue to make expected or better than expected progress, in Reading taking into account their starting points.
- To ensure that there is a Secondary school strategy for reading and this is developed across the curriculum leading to increased learner progress by increasing their aspiration, resilience and independence.
- To be accountable for the implementation, delivery and monitoring of our reading strategy across the secondary phase.
- To ensure that the external links are developed to improve outcomes for learners at the Link School eg Westgarth Learning Hub.

### **Main duties/responsibilities**

In addition to the requirements set out in the current School Teachers Pay and Conditions Document, the Secondary Reading Lead is responsible for setting and maintaining high standards in the following areas:

### **Whole School organization**

- Contribute to continue to enhance the Link School's drive for excellence in reading outcomes.
- Supporting the monitoring and evaluation of academic standards, achievement and progress across Reading at KS3/KS4.
- Accountability for the Reading Strategy across the secondary phase
- Delivering appropriate intervention strategies to support pupil progress and achievement of targets.

- Have an overarching responsibility for pupils' achievement and standards in Reading.
- Providing challenge and support to delivery staff as appropriate.
- Active involvement in the Performance Management process as a line manager and as a participant.

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for learners, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Work closely with the team to ensure behaviour management is applied in a safe, fair and consistent manner.
- Manage classes effectively, using approaches which are appropriate to learners' needs in order to inspire, motivate and challenge learners.
- Maintain good relationships with learners, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model to learners and staff, and demonstrate consistently the positive attitudes, values and behaviour, which are expected within school of learners.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, promoting timely recording and intervention and ensuring school policies and procedures are complied with, raising any concerns following school protocol/procedures.
- Actively model and promote high standards in safeguarding pupils.

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to learners' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school
- Foster positive relationships with parents and the wider community.
- Foster a positive culture within the school for learners and staff.
- Encourage interaction and teamwork within the school to share ideas and new initiatives

### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on learners' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your performance management appraisal
- Proactively participate with arrangements made in accordance with the current performance management regulations (STPCD 2013)

### **Other**

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

### **Professional Values and Practices**

- Have due regard to confidentiality, child protection procedures, safeguarding procedures, health and safety, other statutory requirements as well as the policies of the governing body and local authority
- Have high expectations of all learners, respecting social, cultural and ethnic backgrounds, and being committed to raising their educational achievement.
- Treat learners with respect and consideration
- Work collaboratively with colleagues as part of a professional team, carrying out role effectively, seeking support and advice where necessary
- Reflecting on and seek to improve personal practice
- Working within the schools' policies and practices, being aware of legislation relevant to personal role and responsibility
- Recognising equal opportunities issues as they arise and responding effectively in line with school policy and procedures
- Look for and use opportunities to develop the whole child.

### **Liaison and Communication**

- Promote the ethos and vision of the school to others.
- Act as an ambassador for the school in developing partnerships and links with other stakeholders.
- Maintain strong relationships with parents, staff, governors and the whole community ensuring that pupils/members of the public are treated with equal respect.

### **Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your

contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

These duties are neither exclusive nor exhaustive, and the post holder may be required to undertake other duties and responsibilities.