



# NOTRE DAME COLLEGE

## *Draft Role Description*

### **LITERACY LEADER**

#### **BACKGROUND**

The focus of this role is to develop a whole school approach to literacy and to target Years 7 and 8 for major intervention. The role will have a significant time allowance and a Position of Leadership which will be commensurate with the appointee's skills and expertise.

#### **ROLE DESCRIPTION**

**The Literacy Leader is accountable to the Principal, Deputy Principals and the Director of Learning.**

#### **The Literacy Leader will:**

- 1) Promote and model Mercy, Marist and College values in leading literacy development within the College.
- 2) Promote the importance of literacy to staff, students and families.
- 3) Provide leadership to Domain Leaders and subject teachers in literacy development.

#### **LITERACY DEVELOPMENT**

- 1) In conjunction with the Director of Learning review, develop and implement literacy policy and strategies.
- 2) Where appropriate include ICT in literacy programs and strategies.
- 3) In consultation with the Director of Learning develop appropriate intervention programs targeted specifically at students in Years 7 and 8
- 4) Provide professional development to staff in analysing literacy data, literacy strategies and interventions.
- 5) Collect, collate and analyse appropriate data to help in the development of literacy policy and programs.

#### **PASTORAL CARE**

- 1) Provide support to staff in literacy development, policy, strategies and implementation.
- 2) Celebrate literacy achievements.

## **ADMINISTRATION**

- 1) Attend Curriculum Development Team meetings where appropriate.
- 2) Attend Diocesan Curriculum Network meetings where appropriate.
- 3) Meet regularly with the Director of Learning and Curriculum Coordinator
- 4) Coordinate Year 7 and 9 NAPLAN testing
- 5) In conjunction with the Learning Enrichment Coordinator, coordinate literacy testing of Grade 6 students entering Year 7 in the following year.
- 6) Collate data from NAPLAN and Grade 6 testing, analyse results and advise appropriate people.

## **OTHER**

- 1) Any other duties as directed by the Principal and/or Deputy Principals.