The Role of the Literacy Lead Teacher

The role of the Literacy Lead Teacher is to plan strategically for school improvement in literacy using the Diocesan Literacy Improvement Strategy design elements. The Literacy Lead Teacher will lead their school’s implementation of the P–6 Literacy approach, through engagement in the following:

1. **In the area of Leadership and coordination, the Literacy Lead Teacher will**
   - Develop strong links with the school leadership team
   - Nurture self and others professionally and personally
   - Meet regularly with the Principal to discuss the progress of the P–6 the Literacy Improvement Strategy
   - Participate in all Literacy Leadership Cluster meetings
   - Liaise with LPT Education Officers

2. **In the areas of Personalisation, Precision & Professional Learning, the Literacy Lead Teacher will:**
   - Analyse the "learning needs" of teachers to foster an engaging learning environment for staff, promoting continuous teacher learning
   - Coordinate the training of classroom support to ensure that student needs are precisely addressed according to need
   - Coordinate opportunities for teachers to observe practice through inter–school and intra–school visits
   - Build sustainability across the school for the continued growth of Literacy.
   - Reflect and share own learning through participation in Leadership Cluster meetings
   - Coordinate assessment P–6, implementing and organising the pre– and post-testing procedures
   - Analyse, interpret and use formal and informal data (student, classroom and school/level)
   - Assist teachers to understand and utilise the assessment data gathered

3. **In the area of School & Classroom organisation, the Literacy Lead Teacher will:**
   - Ensure that appropriate resources are available for effective learning and teaching
   - Promote and assist teachers to implement valued daily Literacy dedicated time, utilising the “Whole – Personalised – Whole” structure

4. **In the area of Classroom Teaching, the Literacy Lead Teacher will:**
   - Maintain a regular visible presence in classrooms from P-6 through mentoring, modelling and coaching, which will include teaching and co-teaching
   - Promote school wide approaches and teaching strategy use

5. **In the area of Student Learning Forums, the Literacy Lead Teacher will:**
   - Share responsibility and ownership for the coordination of Student Learning Forums, to occur regularly across the school, focussed on improving student learning in Literacy
   - Implement the methods of “Action Learning” to monitor and measure improvement of student literacy learning

6. **In the area of Student Intervention and Assistance, the Literacy Lead Teacher will:**
   - Liaise with the Reading Recovery or Intervention teacher regarding the successful implementation of Intervention programs.
   - Monitor the progress of students considered “at risk”

7. **In the area of Home, School & Community Partnerships, the Literacy Lead Teacher will:**
   - Promote partnership with the school community
   - Co-ordinate the training of classroom parent helpers
   - Liaise with teachers regarding parent information workshops
   - Facilitate the promotion of the area of Literacy through special events such as National Literacy and Numeracy week or Education Week