



VACANCY

Literacy Specialist

CHRISTEL HOUSE JAMAICA is part of a global network of schools serving over 6000 students from under-resourced communities in India, Jamaica, Mexico, South Africa, and the US. Our vision is to create a world where poverty does not limit potential. Our holistic model integrates academics, leadership and character development, health and social services and college and career guidance to help students become self-sufficient, contributing members of society.

WHAT YOU WILL DO: Christel House Jamaica is seeking a highly skilled, innovative, and student-centred Literacy Specialist to provide instructional leadership and targeted literacy support that will improve reading achievement and strengthen literacy outcomes across the school community.

The successful candidate will play a critical role in developing and implementing evidence-based literacy interventions, supporting teachers with effective literacy instructional practices, analysing student performance data, and fostering a strong culture of reading and lifelong learning among students.

The ideal candidate should possess strong instructional coaching skills, a deep understanding of literacy development, and the ability to collaborate effectively with teachers, parents, administrators, and student support teams to improve academic outcomes for all learners.

SALARY RANGE: JMD \$3,238,341 – 3,976,335 per annum

QUALIFICATIONS AND EXPERIENCE

Minimum Qualification and Experience:

- Bachelor's Degree in Education with specialisation in Literacy, Reading, Language Arts, or a related field
- Master's Degree in Reading Instruction, Literacy Education, Curriculum & Instruction, or related area (preferred)
- Minimum of three (3) years' teaching experience, including at least two (2) years in a literacy-focused or similar instructional support role
- Sound knowledge of literacy development, intervention strategies, and reading instruction methodologies

Required Skills and Specialised Techniques

- Ability to prepare differentiated 5E lesson plans aligned with curriculum standards
- Strong knowledge of evidence-based literacy intervention programmes and assessment tools
- Proficiency in Microsoft Office Suite, educational technology platforms, and student data systems
- Strong data analysis, progress monitoring, and reporting skills



- Excellent verbal, written, presentation, and interpersonal communication skills
- Strong organisational, planning, and time management skills
- Strong instructional coaching and facilitation skills
- Ability to build collaborative relationships with teachers, students, parents, and stakeholders

MAIN DUTIES & RESPONSIBILITIES

1. School-Wide Literacy Leadership

- Coordinate and support the implementation of a comprehensive school-wide literacy programme
- Promote evidence-based literacy instructional practices across all grade levels and subject areas
- Assist in establishing school-wide literacy goals and monitoring progress towards achievement targets
- Support the development of a culture of reading, literacy engagement, and academic excellence throughout the school community
- Assist in the selection, development, and implementation of literacy instructional resources and intervention materials
- Ensure literacy support materials incorporate print, digital, visual, informational, and technological literacy components

2. Instructional Support & Coaching

- Collaborate with teachers to strengthen classroom literacy instruction and intervention practices
- Model effective literacy teaching strategies and instructional techniques for classroom teachers
- Conduct classroom observations and provide instructional feedback and support where necessary
- Meet regularly with teachers to analyse student performance data and plan targeted interventions
- Facilitate professional development sessions, workshops, and training related to literacy instruction and student achievement

3. Student Assessment & Intervention

- Conduct literacy assessments and analyse student data to identify strengths, challenges, and intervention needs
- Develop and implement targeted intervention programmes for struggling readers and writers



- Provide small-group and individualised literacy intervention using research-based instructional strategies
- Monitor and document student progress and intervention outcomes
- Collaborate with teachers and student support personnel to ensure students receive appropriate academic support services
- Assist in recommending placement of students into literacy intervention programmes where appropriate

4. Communication & Collaboration

- Communicate effectively with parents, guardians, teachers, administrators, and external stakeholders regarding student progress and literacy initiatives
- Provide timely and accurate reports related to literacy performance and intervention outcomes
- Participate actively in staff meetings, school improvement initiatives, and professional learning communities
- Support school events, literacy campaigns, reading initiatives, and enrichment programmes
- Contribute positively to the mission, culture, and values of Christel House Jamaica

5. Administrative Responsibilities

- Maintain accurate records of assessments, interventions, and student progress data
- Prepare reports, presentations, and instructional documentation as required
- Identify literacy resource and technology needs and make recommendations for improvement
- Carry out all other related duties as assigned by the Principal or designated supervisor

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond normal working hours during school events, meetings, and special activities
- Participation in extracurricular, enrichment, and school-related activities may be required
- Participation in professional development and staff training initiatives is required

All applications should be submitted by May 29, 2026 via email to hr@jamaica.christelhouse.org

Human Resources Talent and Culture Officer

Christel House Jamaica
Dobson's Farm,
Twickenham Park.
Spanish Town,
St. Catherine