

Applicant Information

Interview requirements and additional information for applicants who require release from current setting to fulfil role.



Job Title:	Literacy Specialist
Responsible to:	Strategic Lead, English Hub Lead and Phase Lead
Terms and Conditions:	Scale UPS Point 1 This position requires a flexible weekly commitment throughout the academic year. Required as soon as possible Casual Contract

Time commitment and school expectations (for day release applicants)

Literacy Specialists are seconded from their home school for a mutually agreed number of days to participate in:

- Literacy Specialist team meetings
- Continuous professional development
- An agreed number of days auditing and/or supporting schools

Home school headteachers are expected to:

- Ensure the mutually agreed release time is provided for the Literacy Specialist role
- Support the Literacy Specialist to continue developing and embedding strong literacy practice within in their own school
- Agree to a backfill rate of £190 per day to cover the cost of releasing specialist

The Hub Lead, Headteacher and Language Literacy Specialist will mutually agree to an allocation committed time, over the academic year. An equivalent of 1 day a week has been the usual model for Literacy Specialists. We are however able to consider other models and timings depending on the school and context.

Applicants wishing to apply to work in their own time would need to be able to fulfil the following

Commit to a mutually agreed number of days to participate in:

- Literacy Specialist team meetings
- Continuous professional development
- An agreed number of days auditing and/or supporting schools

Agree to submit claims for the hours worked based on UPS 1 agreeing to the Hub set hours for specific tasks

How to apply

Applicants, in conjunction with their headteacher, should complete the application form on My New Term by 28th September 2026

The application process will involve a written application, a face-to-face interview at Wensum English Hub and a classroom visit to the candidate's schools.

Applications close	28th September 2026
Interviews	2nd October 2026
Visits to shortlisted schools	TBC

School visits will include:

- Observation of candidate providing literacy input in Reception and a reflection discussion about the session
- A learning walk with candidate to observe and discuss early years provision
- A brief conversation with the headteacher

If candidates are not based in a school, alternative arrangement will be made