

Role Profile & Person Specification



Job Title:	KS2 Literacy Specialist
Responsible to:	Strategic Lead and English Hub Lead
Terms and Conditions:	Scale UPS Point 1 This position requires a flexible weekly commitment throughout the academic year. Required from September 2026 with 1-2 Training Days in Summer Term 2026 Casual Contract

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

- The core purpose of KS2 Literacy specialists is to support leaders and teachers in Partner Schools to drive improvements for children who require the most progress in reading. To achieve this, you will utilise your extensive knowledge of reading processes and fluency instruction to evaluate, plan, coach, and challenge school leadership. This support is grounded in rigorous data analysis performed during school visits to ensure targeted and effective interventions

Key Areas of Responsibility

- To attend English Hub training days
- To support Partner School leaders to implement effective English strategies with rigour
- Make evidence-based decisions on how to support the lowest attaining readers in Partner Schools
- Challenge ineffective practice professionally
- Ensure all children in the Partner School make excellent progress in reading, including children with SEND, EAL and other disadvantaged groups
- To monitor and report progress to the Hub Leadership Team every half-term
- To ensure Partner Schools adhere to their Systematic Phonics Programme's expectations. For example, completing half termly data, attending progress meetings and training events
- Produce an action plan report after each visit detailing specific advice and actions for implementation
- The KS2 Literacy specialists may also be asked to deliver evidence-based professional development sessions and audits of the school's reading provision with additional training

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Safeguarding

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Workplace, Health, Safety and Welfare Regulations 1992.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments.

Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none">● Relational● Self-aware● Curious● Accepting● Empathetic● Reflective	
Qualifications	<ul style="list-style-type: none">● QTS● Full driving licence	<ul style="list-style-type: none">● A middle of senior leadership qualification/NPQ● Coaching/mentoring training

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<p>Experience</p>	<ul style="list-style-type: none"> ● Current teacher in KS2, with at least 3 years experience ● Excellent understanding of the KS2 curriculum ● Proven record of excellent teaching & learning, particularly communication, language and literacy ● Demonstration of high expectations of pupil and staff achievement/ how pupils catch up quickly in communication, language and literacy ● Effective and supportive coaching of colleagues 	<ul style="list-style-type: none"> ● Experience in supporting other schools to improve outcomes ● Experience of effective teaching across the key stages ● Experience of teaching in schools with different contexts, such as high levels of disadvantage, mobility, EAL or SEND ● Track record of creative and effective engagement with families, particularly those who are harder to reach
<p>Skills/Knowledge</p>	<ul style="list-style-type: none"> ● Understanding and experience of effective action planning ● Knowledge of the DfE's reading and writing frameworks ● Knowledge of the KS2 curriculum ● Excellent communication and organisational skills ● Ability to meet deadlines. ● Interest in supporting children and teachers beyond their own school ● Ability to lead and develop the teaching and practice of other ● Experience of analysing, and overcoming, barriers to effective teaching and learning ● Evidence of providing effective support and challenge to others 	<ul style="list-style-type: none"> ● Knowledge of supporting children with SEND and EAL to read ● Experience in team teaching/coaching in the moment to develop practice
<p>Other</p>	<ul style="list-style-type: none"> ● Passion for the development of children's speech, language, communication and early literacy and knowledge of how these can impact children's life outcomes ● Ability to form strong professional relationships based on trust and respect ● Be committed to a 'nurturing and supportive' approach to improvement ● Ability to set and sustain high standards in all areas of teaching ● Ability to work collaboratively ● Ability to lead and motivate others ● Willingness to contribute to the English Hub's ethos and values 	<ul style="list-style-type: none"> ● Ability to lead challenging conversations with positive and constructive outcomes

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	<ul style="list-style-type: none">• Ability to lead challenging conversations with positive and constructive outcomes	
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