

Role Profile & Person Specification



Job Title:	English Hub Literacy Specialist
Responsible to:	Strategic Lead and English Hub Lead
Terms and Conditions:	Scale UPS Point 1 Required as soon as possible 0 Hour Contract until 31.08.2027 and/or in line with DfE Funding

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

- To work intensively with identified schools to support them in developing their phonics delivery in line with the 'Fundamentals of Effective Phonics' document

Key Areas of Responsibility

- To work intensively with identified schools to support them to develop their reading for pleasure culture
- To work intensively with identified schools to support them to develop early language across their schools
- To complete action plans following Literacy Specialist Days
- Attend meetings organised by the Hub Lead / Phase Lead when required
- Complete relevant admin for your schools and share this information with the Hub Lead
- Monitor data and support children who are not on track and demonstrate how to teach the lowest 20% children
- Analyse whole school SSP data with the Reading Lead
- Complete English Hub training and SSP training
- Coach, support and mentor Reading Leads
- Liaise with schools and Hub Lead & Phase Lead regularly and report any challenges
- Complete relevant admin for your schools and share this information with the Hub Lead
- Complete Literacy Specialist training

Role Profile & Person Specification



- To maintain knowledge and understanding of various DfE approved phonics programmes and understand how these fit the context of a school
- To maintain knowledge and understanding of Reading/DfE Framework and guidance

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	• Relational • Self-aware • Curious • Accepting • Empathetic • Reflective	

Role Profile & Person Specification



Qualifications	• QTS	• Additional Status, e.g. Phonics SLE/Reading Leader
Experience	• Good teaching skills in early language and literacy as evidenced by internal/external/Ofsted observation • Teaching a systematic synthetic phonics programme	• Literacy Subject Leader • Experience in Key Stage 1 / Key Stage 2 • Knowledge of Little Wandle Letters and Sounds Revised
Skills/Knowledge	• Passion and enthusiasm for teaching Systematic Synthetic Phonics • Ability to work collaboratively with others • Successful track record of working with other professionals effectively within your own school • Excellent communication and interpersonal skills • An understanding of what constitutes effective early language and literacy teaching and the ability and confidence to communicate this • An understanding of the importance of fidelity when teaching a phonics programme	• A desire to develop as a specialist teacher of early language and literacy • Successful track record of working effectively with other professionals across a group of schools • The ability to grow leadership capacity in others
Other	• Driving licence, own vehicle and willing to travel	