

Job Description

Department: Children and Young People

Division/Section: Education Services

Job Title: Teaching and Learning Adviser, Literacy

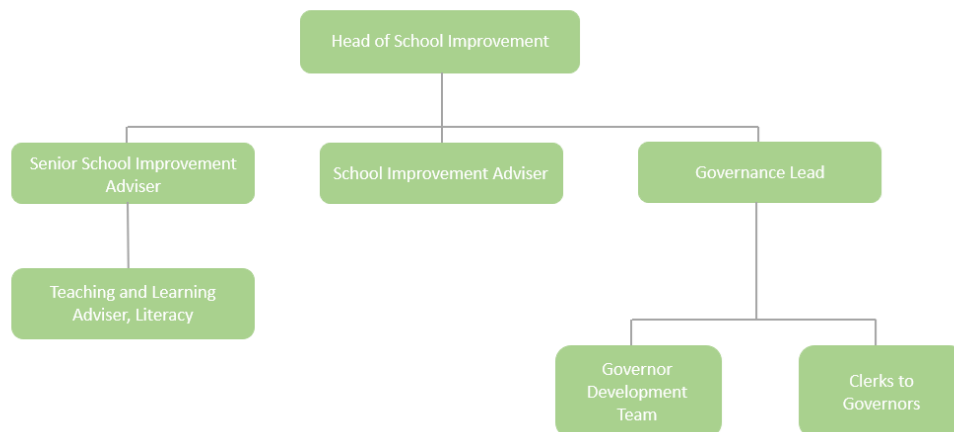
Post No: 015280

Grade: Soulbury 11 to 14 (£54, 166 - £58 308)

Reports to: Senior School Improvement Adviser

Organisation Chart:

Show immediate
manager and any
jobs reporting to
this post.



**DBS Check
applicable?**

Basic ☐ **Standard** ☐ **Enhanced X** **None** ☐

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes ☐ **No** ☐

**Line Management
responsibility for:**

No. of direct reports: 0
No. of indirect reports: 0

Size of budget:

As part of traded service – approximately £110,000 income

Main Duties and Responsibilities:

To provide operational leadership and support as appropriate in the following areas:

- Overview, analysis and reporting as appropriate on pupil outcomes achieved in phonics, reading, writing, GPS standards in Primary and on English outcomes at Primary and at KS4
- Develop strategies to help to improve English outcomes for underachieving groups of pupils at Local Authority level through working in partnership with schools.
- Work in schools in developing their English provision aligned to requests made through the traded support offer.
- Lead the development of the CPD Programme for teachers linked to Literacy and assessment and play a lead role in the delivery and evaluation of the programme.
- Leadership of the Local Authority statutory KS2 moderation process for the teacher assessment of writing and the monitoring of the implementation of the phonics screening check in schools.
- Contribute to the Local Authority monitoring of the administration of the KS2 national tests.
- Partnership support role linked to delivery and impact of school aspects of the National Literacy Trust Hub initiative (Peterborough)
- Management of and reporting upon a traded service budget
- Assisting with intervention in Schools Causing Concern where they are maintained by the Local Authority and reporting on such to the Senior School Improvement Adviser and Head of School Improvement where they are Academy schools
- Contribute to communications with schools via the Newsletter or Headteacher meetings.
- Provide support, advice and guidance as necessary and appropriate to the Senior School Improvement Adviser and Head of School Improvement.
- Provide reports on English outcomes and improvement programmes for meetings of the Education Management Team and Elected Members at the request of the Head of School Improvement

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

Person Specification

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Detailed knowledge and understanding of the curriculum and effective pedagogy relating to the primary curriculum for phonics, reading and writing.</p> <p>Secure understanding of assessment in English including the end of key stage nationally agreed standards. (A,I)</p> <p>Detailed knowledge of the requirements of the LA and schools regarding the KS2 statutory assessment of writing. (A,I) and the administration of the phonics screening check.</p> <p>Detailed knowledge and understanding of the OfSTED inspection framework relating to quality of teaching, learning and assessment in literacy (A,I)</p> <p>Detailed knowledge and understanding of effective leadership of English/Literacy within primary schools (A,I)</p> <p>Detailed knowledge and understanding of best practice in relation to phonics, reading, writing (A,I)</p> <p>Detailed knowledge and understanding of effective practice in relation to transition from Early Years to KS1, KS1 to KS2 and KS2 to secondary (A,I)</p>	<p>Understanding of high-quality provision in Secondary School English.</p>
SKILLS & ABILITIES	<p>Reports as a result of analysis (A,I,W)</p> <p>Ability to deal with complex, delicate and wide-ranging issues with sensitivity and to hold a robust position when required (A,I)</p> <p>Ability to apply creativity and innovation to problem solving (A,I,W)</p> <p>Resilience, able to work under pressure and prioritise in order to meet deadlines (A,I,P)</p> <p>Flexible in approach to meet service delivery plans and priorities.</p>	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EXPERIENCE	<p>Proven successful experience of teaching, assessing and advising upon the English curriculum and leadership (A)</p> <p>Experience of leading or supporting colleagues in leading the assessment, monitoring and moderation of phonics, end of KS1 and end of KS2 assessment (A)</p> <p>Experience of delivering effective CPD which has had a positive impact on classroom practice and pupil outcomes.</p>	<p>Successful experience of leading Literacy/English in a school setting or advisory capacity</p> <p>Experience of delivering effective traded services linked to phonics, reading and writing interventions</p>
QUALIFICATIONS	<p>Degree or equivalent (A)</p> <p>Qualified Teacher Status (A)</p>	Professional qualification linked to subject leadership.
PERSONAL CIRCUMSTANCES	<p>Willing to work flexibly or outside of core hours as the needs of the service demand, including occasional evening or weekend work (A)</p> <p>Ability to travel independently across the Peterborough City Council area (A)</p>	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A,I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A,I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / Interview, (P) Presentation, (W) Written Test.