



EARLY YEARS PROGRAMME ENGAGEMENT MANAGER

Responsible to: Education Lead

Liases with: The School SENCo and leadership team
Parents
The Children's Literacy Charity Staff in other partner schools
The Children's Literacy Charity Support Team

Responsible for: Line management of Story Lab tutors
Implementation of Parental Engagement strategy
Undertaking the role of Deputy Designated Safeguarding Lead

Based at: The Children's Literacy Charity (CLC) partner schools, with some remote and office-based working

Job Objective:

This is a school-facing post with dual responsibility for the running and quality assurance of The Children's Literacy Charity's school-based **Story Labs** and increasing parental engagement across **all** of the CLC programmes. Story Lab is a ten-week storytelling intervention programme aiming to improve vocabulary and language and communication in nursery and reception.

The role focuses on the direct management of the teaching team in an annually determined portfolio of schools and acts as the quality assurance operational lead across all **Expert Story Labs**. The role works in close partnership with the Education Lead to contribute to the continuous improvement of the charity's school-based educational provision.

Main Duties:

1. Establish, develop and maintain a good relationship with school personnel

- Build a positive relationship between the CLC, tutor(s) and the key school partner (KSP)
- Build a positive relationship between the CLC and the Early Years Lead
- Attend review/feedback meetings with KSC (Key School Contact) and tutor where appropriate
- Act as an advocate for the charity maintaining a high profile within schools
- Undertake duties in line with the role of Deputy Designated Safeguarding Lead with a focus on EYFS.

2. Operational oversight

- Provide targeted support in specific areas to **Story Labs** where required, as directed by and in consultation with the Education Lead
- To support the Education Lead with meetings with partner schools as appropriate

- Ensure the smooth running of programmes and provision of resources
- Covering teaching when needed across all schools sometimes at short notice

3. Staff and Line Management:

- Line management of all **Story Lab** Tutors in school-based Story Labs
Through structured observation and feedback, delivering necessary training, giving advice and modelling good practice, the post holder will support Story Lab tutors with:
 - a) *the content, structure and delivery of the programme and assessment*
 - b) *introducing the way we work to all new Story Lab tutors including training*
 - c) *strategies to deliver effective sessions for pupils with a range of language and communication needs*
 - d) *contributing to continuing professional development through Team Meetings*
 - e) *the development of consistency and best practice across Story Labs*
 - f) *ensuring effective communication with EYFS lead and parents / carers*

4. Communication and Reporting

- Liaise frequently with the Education Lead
- Providing weekly reports of school visits
- Ensuring there is an up to date overview of all Story Lab programmes and parental engagement activities across all schools

5. Parental Engagement

- Working with the CEO and Education Lead, develop a parental engagement strategy to be delivered across all Labs (**Story Lab, Literacy Lab, Reading Lab**) which increases the level of active parental engagement with our work and creates a positive framework for parents to support their child's education and learning, both at home and in school.
- Work to include, but is not limited to:
 - a) Communication with parents across all labs via email, termly newsletter & website*
 - b) Develop resources for parents / carers that can be accessed via website including videos and signposting to other resources*
 - c) Contribute to and take guidance from the CEO and designated communications lead with developing relevant and engaging communications
 - d) Work closely with schools to develop all elements of parental engagement
 - e) Attend celebration assemblies and parent workshops
 - f) Deliver parent introductory meetings and other parent workshops
 - g) Develop parent voice including collating and evaluating feedback

6. Educational Standards, Impact and Reporting

- To continually monitor and evaluate the standard of delivery and the impact on pupils' progress
- Supported by the Education Lead, to regularly review the charity's model of delivery to ensure maximum impact and best value for money.

- Ensure that assessments from schools are entered onto the data spreadsheet and are completed by arranged deadlines

7. Team Development

- To contribute to developing a high performing team of **Story Lab** tutors, including induction, training and continuing professional development where appropriate.
- To model good management practice for teaching staff, advising on **Story Lab** management issues as necessary.
- To contribute to the content of termly Tutor Team meetings
- To ensure the communication of and adherence to the charity's mission, ethos and policies in our Expert Literacy Labs.
- Ensure staff are familiar with the current CLC Safeguarding policy and have completed appropriate training organised by the central office

8. Safeguarding and Child Protection

- Undertake regular training as a Designated Safeguarding Lead and contribute to the development of Safeguarding best practice.
- Protecting children is a central pillar of the charity. All staff must know, understand and act on the charity's clearly established Safeguarding policies and procedures in line with the school's own Safeguarding procedures
- Ensure staff are familiar with the school's Safeguarding / Behaviour / Code of Conduct policies including the recording of information.
- The charity ensures that all safer recruitment practices are implemented in compliance with legislation

9. Health and Safety

- Read and adhere to all relevant Children's Literacy Charity **and** school policies including the school's health and safety and safeguarding policies
- Regularly update **Story Lab Tutors** on their responsibilities and the content of relevant policies.
- Ensure that there is due care of pupils and staff in the **Story Lab**
- Read and act on the charity's Safeguarding policies and ensure that other staff comply with the policy
- Carry out regular risk assessments of the Story Labs to maintain safety and security at all times.

This job description will be subject to regular review with the post holder.

Early Years Programme Engagement Manager: Person Specification

We operate in a culture of flexibility, adaptability, initiative taking and team working and would expect to see these qualities in an Early Years Programme Engagement Manager.

<p>EDUCATION</p>	<ul style="list-style-type: none"> • An EYFS / Childcare certificate or diploma (Level 3) is essential • Educated to degree level or equivalent qualification is essential; and QTS is desirable.
<p>EXPERIENCE & KNOWLEDGE</p>	<ul style="list-style-type: none"> • Experience of working in an Early Years Setting is essential • Experience and understanding of the EYFS statutory framework, Development Matters and the seven areas of learning • Experience of teaching or tutoring primary children with literacy difficulties • Experience of supervising staff, including observing lessons, giving feedback, conducting appraisals and delivering informal meetings • Understanding of and experience working with Safeguarding Children policy and procedures.
<p>SKILLS & QUALITIES</p>	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills: able to relate and communicate with confidence and professionalism with all stakeholders of The Children's Literacy Charity. • Demonstrate empathy, understanding and patience towards young children who are experiencing literacy difficulties, whilst having high expectations of what pupils can achieve. • Strong organisational skills, able to prioritise and manage a varied workload • A positive and motivating leadership style • Ability to induct and train new staff in a positive and engaging manner • Proactive self-starter who enjoys working under own initiative • Committed to working within the principle that the child/young person's welfare and safety are paramount • Good administration skills to maintain up to date files and records • Possess a positive and co-operative attitude towards working with others • Competent in Microsoft Office (Word, Excel, Outlook Internet Explorer) • Commitment to the aims and values of The Children's Literacy Charity



Safer Recruitment

In line with the charity's Safer Recruitment Policy, the postholder will be subject to necessary clearances including an Enhanced DBS check, two satisfactory references, Teaching Prohibition Check and a Right to Work check.

Equal Opportunities

The Children's Literacy Charity recruits staff on the basis of their skills, experience, relevant qualifications and ability. The charity values the collective experiences, talent, perspectives, cultures and unique attributes of the people connected to us. Our work is underpinned by a belief that all individuals should be treated fairly and all should have access to equal opportunities.

Further information about the charity and a copy of our Impact Report can be found at www.thechildrensliteracycharity.org.uk.

Outline of Terms and Conditions

Hours:	3 days per week, term time only. Contract initially for one academic year
Normal Hours:	8:30am – 4:30pm
Salary:	Full-time equivalent: £32,000 Actual pay is £19,200 for 3 days per week
Holidays:	In line with school holidays
Terms:	Pension: If you are an eligible worker you will be auto enrolled into the NEST pension scheme. Details of this scheme will be sent upon commencement of employment. If you are not an eligible worker you are still entitled to join the scheme upon request and The Children's Literacy Charity will match contributions to your pension (up to 3%) after 6 months of employment