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## **Schools Programme Manager – Midlands**

**Responsible to:** Programme Delivery Manager

**Responsible for:** Line Management of Senior Literacy Intervention Tutors, Literacy Intervention Tutors and Reading Lab tutors as appropriate

**Liases with:** The Children's Literacy Charity staff in partner schools  
The Children's Literacy Charity Central Team  
School Senior Leadership Teams

### **Job Objective:**

- This is a school-facing post with operational responsibility for the running and quality assurance of The Children's Literacy Charity's (CLC) school-based Expert Literacy and Reading Labs, training and induction as required.
- 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 Labs.
- The role works in close partnership with the Programme Delivery Manager (PDM) to contribute to the continuous improvement of the charity's school-based educational provision.

**Based at:** The Children's Literacy Charity partner schools, with some remote and office based working.

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### **Main Duties:**

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

- Build a positive relationship between the CLC, the tutor(s) and the key school partner (KSP)
- Attend pupil progress meetings with KSP and tutor where possible
- Act as a strong advocate and ambassador for the charity maintaining a positive profile within schools and in the wider regional education community

#### **2. Support Education Lead (EL) with Midlands region school acquisition**

- Build relationships with prospective school partners, multi academy trusts and local authorities (where appropriate), promoting the benefits of the CLC's programmes to grow the charity's presence beyond the existing school portfolio
- Support the PDM / EL with tutor recruitment in the region

#### **3. Operational oversight of The Children's Literacy Charity Expert Literacy Labs**

- Provide targeted support in specific areas to Literacy Labs and Reading Labs where required, as directed by and in consultation with the PDM
- Provide training for new Reading Lab tutors
- Check Pupil Progress Reports and take part in review meetings with partner schools as appropriate
- Resourcing of Labs – ensuring there are sufficient staff and adequate teaching resources
- Covering teaching when needed across all schools sometimes at short notice and ensure that schools are notified of absences and cover arrangements
- Attend parent workshops and celebration assemblies where possible

#### **4. Staff & Line management**

- Line management of tutors in school-based Expert Literacy and Reading Labs
- Through structured observation and feedback, delivering training, giving advice and modelling good practice, the post holder will support staff:
  - a) with the content, structure and delivery of the CLCs literacy programmes and assessment
  - b) with strategies to deliver effective sessions for pupils with a range of literacy learning needs
  - c) by contributing to continuing professional development through Team Meetings as required
  - d) to ensure consistency and best practice across Expert Literacy Labs and Reading Labs through the undertaking of Quality and Standards monitoring

#### **5. Communication and Reporting**

- Liaise frequently with PDM
- Weekly reports of school visits
- Ensure that the PDM has an overview of all school programmes

#### **6. Educational Standards, Impact and Reporting**

- To continually monitor and evaluate the standard of delivery and the impact on pupils' progress. Track progress data/pupil progress and liaise with Senior LITs on specific issues
- Supported by the PDM 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 designated data spread sheet or data tools and are completed by arranged deadlines
- Share Impact Reports with partner schools at the end of term

#### **7. Team Development**

- To contribute to developing a high performing team of tutors, including induction training and continuing professional development where appropriate
- To model good management practice for teaching staff, advising on Expert Literacy Lab (and possibly Reading Labs) management issues as necessary

- To contribute to the content of SPM meetings / 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

## 8. Safeguarding and Child Protection

- 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 in line with the School's own Safeguarding procedures. Ensure staff are familiar with school's Safeguarding/Behaviour/Code of Conduct policy – record and track
- 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.
- Ensure that there is due care of pupils in the teaching space and whilst in the care of CLC staff.
- Carry out regular risk assessments of the teaching space to maintain safety and security at all times.

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

## Schools Programme Manager: Person Specification

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

<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (essential)</li> <li>• SEND qualification (desirable)</li> </ul>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Experience of working in a primary or secondary school setting.</li> <li>• Experience of teaching and/or tutoring primary or secondary school children with literacy difficulties.</li> <li>• Experience of supervising staff including observing lessons and giving feedback, appraisals and delivering informal training.</li> </ul>
<b>SKILLS &amp; QUALITIES</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills: able to relate and communicate with confidence and professionalism with all stakeholders of The Children's Literacy Charity.</li> <li>• Demonstrate empathy, understanding and patience towards children who are experiencing literacy difficulties, whilst having high expectations of what pupils can achieve.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong organisational skills, able to prioritise and manage a varied workload</li> <li>• A positive and motivating leadership style</li> <li>• Proactive self-starter who enjoys working under own initiative</li> <li>• Committed to working within the principle that the child/young person's welfare and safety are paramount</li> <li>• Good administration skills to maintain up to date files and records</li> <li>• Possess a positive and co-operative attitude towards working with others</li> <li>• Competent in Microsoft Office (Word, Excel, Outlook Internet Explorer) and willing to learn new technologies</li> <li>• Commitment to the aims and values of The Children's Literacy Charity</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Lived experience of the barriers and challenges that the charity supports children and their families to overcome (desirable)</li> </ul>

### Safer Recruitment Practices

All of our staff and contractors are subject to our Safer Recruitment processes, which can be found in our Safer Recruitment Policy. This includes obtaining two satisfactory professional references, an enhanced DBS Check and Teaching Prohibition Check.

### Equal Opportunities

The Children's Literacy Charity recruits staff on the basis of their skills, knowledge and experience, in line with the job description, person specification and interview process.

Further information about The Children's Literacy Charity and a copy of our recent Annual Accounts can be found at [www.thechildrensliteracycharity.org.uk](http://www.thechildrensliteracycharity.org.uk).

### Outline Terms and Conditions

**Term:** 1-year fixed term contract initially

**Hours:** 3 days a week

**Normal Hours:** 8:30am – 4:30pm

**Salary:** Full-time equivalent: £28,500 per annum

**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.