



# Literacy Specialist Roles & Responsibilities

Purpose of the role
<p>To promote and develop excellent teaching of phonics using accredited SSP programmes, strong early reading practice and deliberate early language development within and across Partner Schools</p> <p>To demonstrate highly skilled teaching, planning and assessment in order to effectively support all pupils to make excellent progress</p> <p>To provide support to leaders and teachers both within their own school and externally to their Partner schools, in order to improve standards</p>
Responsibilities
<p><b>Key duties:</b></p> <ol style="list-style-type: none"> <li>1. Be a lead professional, representing the JCEH values in all of the support work and associated Delivery Hub work</li> <li>2. Participate in all CPD, Team Meetings and training linked to the effective delivery of the Hub Programme</li> <li>3. Take responsibility for any PD needed linked to meeting the challenge checklist in order to provide the best support possible for allocated Partner Schools</li> <li>4. Under the direction of the Hub Lead, delivery effective support and training for all allocated Partner Schools both virtually and face-to-face</li> <li>5. Ensure the effective delivery of LS support to allocated Partner Schools using the QA framework as a supportive tool</li> <li>6. Report to the Hub Lead regularly about the delivery of support for all allocated schools ensuring concerns are reported promptly and achievements are celebrated more widely</li> <li>7. Reporting of all English Hub related activity for each supported school is to a high standard and sent to HL within 24 hours of LS support work</li> <li>8. Work relentlessly and collaboratively to ensure that all allocated Partner Schools are making effective progress towards meeting the challenge checklist, with a particular focus on achieving high outcomes in the PSC in Y1</li> <li>9. Work with Partner Schools to model, challenge and evaluate the quality of Reading Leadership development as a key priority for ongoing sustainable school improvement</li> <li>10. With the support of the Hub Lead, set aspirational targets for pupil outcomes in allocated Partner Schools for PSC and CLL in YR, with a particular focus on the lowest 20% of pupils</li> <li>11. As a key point of contact, effectively promote the work of all English Hub at a local, regional and national level to encourage connectivity and engagement within and beyond current networks.</li> <li>12. Ensure all the values and principles represented by the English Hub programme is represented in their own school</li> <li>13. Ensure the standards in Phonics is over 90% at Phonics Screening in their own school</li> </ol>