

JOB DESCRIPTION

Post	LITTLE WANDLE TRAINING AND CHAMPION SCHOOL FACILITATOR
Grade	Grade – PO5 (Spine points 39 – 42)
Hours	08.30 – 16.30
Term time pattern	All year round
School/Location	Little Wandle Letters and Sounds Revised, Battersea, London. However, the role could lend itself to working from elsewhere in the UK, with regular visits to our office.
Reports to	Training and Quality Assurance Lead
Line manages	N/A

Context

LITTLE WANDLE LETTERS AND SOUNDS

Little Wandle Letters and Sounds Revised is a tried and tested systematic synthetic phonics (SSP) programme. Working in partnership, Chesterton Primary School, Little Sutton Primary School and Wandle Learning Trust have built on the 2007 Letters and Sounds programme with extensive revisions to provide a complete early reading programme. Little Wandle Letters and Sounds Revised was validated by the Department for Education for the first time in June 2021.

Our complete SSP has been built around the update (Letters and Sounds improving rates of progress 2021) and draws on our own schools' excellent practice, as well as our work with schools around the country. Little Wandle also draws on the latest research into how children learn best; how to ensure learning stays in children's long-term memory and how best to enable children to apply their learning to become highly competent readers.

This means the programme meets all the essential criteria to effectively teach children to read. The programme is in over 5000 schools across the UK.

The success of the Little Wandle programme is dependent on the quality of implementation in every member school. The Little Wandle Champion School programme provides a network of schools across the country to model exemplary practice and provide information and support for Little Wandle members. There is also a growing team of trainers who offer support to schools and contribute significantly to the programme's offer of online training.

We provide additional support and professional development to member schools, MATs, Local Authorities and DfE English Hubs. The Champion School programme and the Training Team support schools with successful implementation by providing additional advice and guidance through:

- 'Little Wandle Live' events to model good practice and fidelity to the programme
- Ongoing professional development to support implementation of the programme

Purpose of the Job

- To add capacity to the Little Wandle Training Team and the Champion School programme
- To provide professional development and outreach support for Little Wandle member schools and other organisations

Main Responsibilities

- To identify and support the development needs of schools and teams
- To facilitate, support and lead aspects of Little Wandle training events, whether via webinars or in person
- To support the Champion School programme in managing Live events and in the recruitment and assessment of, and the ongoing relationships with, Champion Schools
- To develop and maintain relationships with MATs and English Hub Partner Schools
- To have a key impact on the success of the Little Wandle programme, ensuring that it delivers the best possible training and development opportunities to impact on outcomes for all children and young people

Other Key Responsibilities

- Supporting the work of the Little Wandle leadership team
- Attending regular team meetings
- Facilitation and support of aspects of Little Wandle online training sessions such as supporting Welcome Zooms and Reading Leader webinars
- Contributing to resources for the Little Wandle website and for ongoing CPD
- Delivering in-person support for schools including auditing and supporting with priorities over an agreed number of visits
- Delivering bespoke packages of support following Little Wandle materials and resources
- Participating in quality assurance processes for Little Wandle Trainers, developing own practice and engaging in peer evaluation and coaching to support the development of others
- Communicating (being a public face) of the aims, vision and ambition of Little Wandle demonstrating excellent subject knowledge for Early Reading and phonics
- Being part of national Early Reading conversations and keeping up to date with new developments
- Ensuring a consistent message with regards to teaching of phonics and early reading through Little Wandle
- Engage in aspects of wider programme development as directed by the Little Wandle programme developers

General Responsibilities

- Reporting regularly to the Training and Quality Assurance Lead
- Keeping accurate records
- Demonstrating comprehensive understanding of Little Wandle CPD and resources
- Showing absolute fidelity to the programme and the approach and consistent use of resources set out in Little Wandle
- Supporting the administrative and finance teams with accurate record keeping of Little Wandle training
- To uphold the values and professional approach of Little Wandle
- To respect the sensitive nature of some of Little Wandle's activities and maintain confidentiality
- To take responsibility for own continuous professional development

- To maintain high professional standards of attendance, punctuality and conduct, acting as a positive representative for the Wandle Learning Trust and Little Wandle
- To ensure compliance with Data Protection and GDPR legislation
- To comply with health and safety policies at all times, ensuring issues are raised or reported as required
- To be aware of and support difference and ensure equal opportunities for all
- To ensure that WLT finance and HR policies are followed at all times
- If requested by the Director, to undertake work of a similar nature elsewhere within WLT on a short-term basis, if appropriate

Special Conditions of Service:

- You may be required to work outside of normal school hours on occasion with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on the application form and are expected to disclose such information at the appointed interview. Because this post allows substantial access to children, you are required to undergo an enhanced DBS (Disclosure and Barring Service) check.
- You will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together and Keeping Children Safe in Education documents in relation to child protection and safeguarding children and young people as this applies to your role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.
- To ensure that your line manager is made aware, and kept fully informed, of any concerns which you may have in relation to safeguarding and/ or child protection.

PERSON SPECIFICATION

LITTLE WANDLE TRAINING AND CHAMPION SCHOOL FACILITATOR

	Essential	Desirable
Qualifications		
Educated to degree level or similar	E	
Qualified Teacher Status	E	
Experience		
Experience in a school setting teaching early reading for at least 4 years	E	
Has taught using the Little Wandle programme for at least a year	E	
Has significant experience of leading the implementation of Little Wandle with evidence of positive impact on the quality of teaching and on pupil outcomes	E	
Experience of successful school improvement showing impact on standards of reading	E	
Has been a member of SLT for at least a year		D
Experience of working with others to improve practice	E	
Experience of school-to-school support work	E	
Experience of leading training in person and online	E	
Knowledge and Understanding		
Excellent teaching skills in early language and literacy as evidenced by internal/external/Ofsted observation	E	
An understanding of what constitutes effective early language and literacy teaching and the ability and confidence to communicate this	E	
In depth knowledge and understanding of the delivery and implementation of the Little Wandle programme	E	
Skills and Abilities		
Strong communication skills with a range of audiences and stakeholders, including excellent presentational Skills.	E	
Experienced in using Microsoft Office 365 including Word, Excel, PowerPoint, Outlook and SharePoint	E	
Ability to travel to other schools and to central team office where required	E	
Willingness and ability to work flexibly at peak times	E	
Strong interpersonal skills reflecting an awareness of self and others and an ability to maintain positive and professional working relationships	E	
Well organised and able to take personal responsibility for work tasks in line with organisational requirements and deadlines	E	
Ability to show honesty, sensitivity and objectivity in dealing with confidential issues	E	
Committed to own professional development and learning	E	

Date Reviewed: _____