

<b>POSITION:</b>	<b>Training and Champion School Facilitator - Little Wandle Letters and Sounds Revised</b>
<b>REPORTS TO:</b>	Champion School Programme Lead and Little Wandle Training and QA Lead
<b>RESPONSIBLE FOR:</b>	Supporting the Little Wandle Training Team and Champion School Programme
<b>PAYSCALE:</b>	Up to a maximum of £50,451 depending on location and experience
<b>LOCATION</b>	Wandle Learning Trust is based at Chesterton Primary School, SW11 5DT. However, this role could lend itself to working from elsewhere in the UK with occasional visits to our main office. Travel will be required on occasion to visit other schools for training and work in identifying suitable Champion Schools. Ability to travel will be essential.
<b>CONTRACT:</b>	Full time, 36 hours per week, 52 weeks per year One year fixed term contract to start asap. This position would be suitable for a job share or a part-time arrangement combining to cover the job specifications.

### **JOB DESCRIPTION**

#### **PURPOSE OF THE ROLE**

- To add capacity to the Little Wandle Training Team and Champion School Programme
- To provide professional development and outreach support for Little Wandle member schools and other organisations
- To facilitate, support and lead aspects of Little Wandle training events
- To support the Champion School programme in managing live events and in recruitment and assessment of new 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.

## **BACKGROUND**

Wandle Learning Partnership (WLP) comprises of:

- Wandle Teaching School Hub (DfE)
- Wandle English Hub (DfE)
- Little Wandle Letters and Sounds Revised
- Wandle School Support
- South West London Maths Hub (DfE)

all of which share a determined commitment to improving educational outcomes for children and providing professional career and teaching development opportunities for those employed in the field of education. We have been accredited as a Teaching School Hub by the Department of Education, which gives us the licence to provide teacher and adult training and work on a wide range of school improvement initiatives.

## **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 in Sutton Coldfield and Wandle Learning Trust in Wandsworth, south London have built on the 2007 Letters and Sounds programme with extensive revisions to provide a complete programme. Little Wandle Letters and Sounds Revised was validated by the Department for Education for the first time in June 2021.

Little Wandle has been developed by Wandle and Little Sutton English Hubs and taken forward by The Wandle Learning Trust in partnership with other phonics and early reading experts. 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 4000 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 will provide a network of schools across the country to model exemplary practice and provide information and support for Little Wandle members. There will also be a growing team of Little Wandle Trainers who can offer face to face support to schools and contribute significantly to the programme's offer of online training.

Throughout the first year of delivery member schools, MATs, Local Authorities and DfE English Hubs have requested additional support and professional development on a local scale, involving face to face delivery. The Champion School programme and the Training Team will support schools with successful implementation by providing additional advice and guidance through:

- Open door 'Little Wandle Live' events to model good practice and fidelity to the programme
- Professional development on implementation of the key features of the programme
- Contributing to Little Wandle Reading Leader and other online training
- Providing Little Wandle approved support, CPD and outreach to schools in their locality.

## KEY DUTIES

### 1. Leadership and Management

- Supporting the work of the Little Wandle Leadership Team
- Reporting regularly to the Little Wandle Champion School Programme Lead and Training Team Lead
- Attending team meetings
- Identifying and supporting the development needs of schools and teams
- Collating training and visit requests
- Keeping accurate records

### 2. Supporting the development of the Little Wandle Champion School Programme

#### 3. Being a key part of the Little Wandle Training Team

- 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
- Facilitation and support of aspects of Little Wandle online training sessions such as supporting Reading Leader Webinars,
- Leading individual school training in person or online
- 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
- Contributing to the good practice resources for the Little Wandle website

#### 4. Planning, monitoring and evaluation

- Work with Little Wandle Leaders and the administration team to plan, deliver and evaluate work of the Champion school programme and Training Team
- Coordinating the trialling and evaluation process for new Little Wandle 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.

#### 5. Communication and engagement

- 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 keep up to date with new developments

- Ensuring a consistent message with regards to teaching of phonics and early reading through Little Wandle
- Speak at engagement events and webinars such as Welcome zooms and Reading Leader webinars as part of the Little Wandle Training Team

## **6. Finance and data management**

- Managing own work logs for work and those of Little Wandle Training Team
- Working with the Champion School Programme Lead and Training School Lead to ensure effective tracking of work and funding
- Supporting and overseeing the Administrative Team in accurate record keeping of Little Wandle Training and Champion School events for finance and invoicing

## **7. General Responsibilities**

- To uphold the values and professional approach of Wandle Learning Trust
- To respect the sensitive nature of some of WLP's activities and maintain confidentiality
- To set own targets and prioritise work effectively
- To take responsibility for own continuous professional development
- To maintain high professional standards of attendance, punctuality, appearance and conduct, acting as a positive representative for the Wandle Learning Trust, Wandle Learning Partnership and Little Wandle
- To ensure compliance with Data Protection and GDPR legislation
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people, as this applies to this role within the organisation
- 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 of WLP to undertake work of a similar nature elsewhere within WLT on a short-term basis, if appropriate

**Person Specification  
Training and Champion School Facilitator - Little Wandle**

	Essential/Desirable
<b>Qualifications</b>	
Educated to degree level or equivalent	E
Qualified Teacher Status	E
<b>Experience</b>	
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	D
Has significant experience of leading the implementation of an SSP with evidence of positive impact on the quality of teaching and on pupil outcomes	E
Experience of successful school improvement showing impact on standards in reading	E
Has effectively implemented or supported others to implement Little Wandle Programme	E
Experience in working with others to improve practice	E
Experience of school to school support work	D
Experience in leading training in person and online	E
Track record in raising standards in the teaching of early reading and phonics	E
Experience of working with other professionals effectively within your own school / MAT	E
<b>Knowledge and Skills</b>	
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
Passion and enthusiasm for teaching reading and systematic synthetic phonics	E
In-depth knowledge and understanding of delivery and implementation of the Little Wandle Letters and Sounds Revised Programme	E
Strong communication skills with a range of audiences and stakeholders including excellent presentational skills	E
<b>General Abilities</b>	
Ability to use Office 365 – 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	D
<b>Personal Qualities</b>	
Willing to embody and promote the Trust’s vision and ethos	E
Strong interpersonal skills reflecting an awareness of self and others and 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
Able to work within Trust policies – e.g. Safeguarding, Equality and Diversity and Health and Safety	E
The ability to keep calm and show resilience under pressure	E
Ability to show honesty, sensitivity and objectivity in dealing with confidential issues	E
Committed to own professional development and learning	E

*Although some specific responsibilities may be fixed as part of an individual’s job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*