

## JOB DESCRIPTION

<b>Post</b>	Programme Developer, Little Wandle
<b>Grade</b>	Grade W11 (Spine points 58-61)
<b>Hours</b>	08.30 – 16.30
<b>Working pattern</b>	All year round
<b>School/Location</b>	Little Wandle Letters and Sounds Revised, Battersea, London
<b>Reports to</b>	Director
<b>Line manages</b>	Deputy Programme Developer(s) and as required

### Context

Little Wandle is the fastest-growing Systematic Synthetic Phonics (SSP) programme in England with over 5,000 member schools. The programme was validated as a complete Systematic Synthetic Phonics (SSP) programme by the DfE in June 2021. It is one of 45 validated programmes and is a market-leading SSP programme.

Little Wandle is a not-for-profit organisation with a commitment to invest any profits in the development of the programme and in the infrastructure required to ensure high-quality implementation across member schools. We draw 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. We are committed to ensuring every child has the opportunity to develop strong reading skills and achieve.

Our mission is to enable every child to read regardless of their starting points or learning needs. We strive to support teachers to have the confidence and expertise to teach reading so that all children gain enough fluency and accuracy to access the curriculum in class. Our ambition is for all children to read with understanding and proficiency, and inspire them to develop a genuine love of reading.

Alongside the ongoing development of our core programme, we are developing a number of additional groundbreaking programmes, including:

- SEND programme – a programme based on the latest research for children with a SEND need to access learning to read
- Little Wandle Fluency – a programme that supports the teaching of the Big Cat for Little Wandle Fluency books to build fluency and create confident readers
- Code – an innovative intervention programme, which has been developed to support Key Stage 3 students to learn and consolidate their knowledge of the alphabetic code
- Little Wandle Foundations – a programme developed to support children in nursery settings, which aims to get children off to a flying start with phonics
- Little Wandle Spelling – a programme that supports children to build the alphabetic code and spell confidently

We are expanding our team. Recruitment is already underway for five roles within our CPD and School Improvement Team and two within our Operations Team. We also want to add capacity to our Programme Development Team to support the exciting work we're doing, and this post is key to that.

## **Purpose of the Job**

- To use your expert knowledge of reading, phonics, pedagogy and quality CPD to direct and shape the Little Wandle programme to ensure it continues to be a market-leading phonics programme, meets the needs of our members and attracts new members
- To lead and develop the Programme Development Team in line with strategy and priorities set by the Senior Leadership Team, ensuring all functions and tasks are carried out to a high standard in line with deadlines set
- To lead the Programme Development Team to develop, write, refine and publish programme content, resources and guidance (including for new programme developments) to ensure schools have clear support in their delivery of all aspects of the Little Wandle programme
- To support the work of the CPD and School Improvement Team to facilitate and deliver a range of Little Wandle training events
- To contribute to and support the strategic work of the Senior Leadership Team in ensuring the success of the programme
- To identify new programme development opportunities
- To deputise for the Director as required

## **Main Responsibilities**

### **1. Leadership and Management**

- Supporting the work of the Leadership Team
- Reporting regularly to the Director
- Directing the work of the Deputy Programme Developer(s) and the wider Programme Development Team, including freelance project managers, editors and film makers
- Identifying and supporting the programme development needs of members, internal teams and other stakeholders
- Ensuring consistency of programme materials, principles and messaging
- Training and development of all staff who report into you
- In collaboration with senior managers, directing the work of Operations Team and CPD and School Improvement Team staff members supporting with programme development tasks and projects

### **2. Driving the development of the Little Wandle Programme**

- Overseeing the creation and development of programme content, resources and guidance
- Designing new aspects of the programme and updates to the existing programme
- Leading the implementation and exemplification of existing programme content
- Collaborating with other internal teams and external suppliers (e.g. publishing partners, platform providers, experts) to develop and fully embed aspects of the programme
- Being a passionate, knowledgeable advocate for the programme
- Providing practitioner insight
- Working closely with the CPD and School Improvement Team to ensure training and support for leaders, teachers and support staff is continuously improved
- Troubleshooting of programme issues/challenges

### **3. Being a Little Wandle leader**

- Confidently articulating the research and pedagogy that underpins the Little Wandle programme
- Demonstrating comprehensive understanding of Little Wandle CPD and resources
- Showing absolute fidelity to the Little Wandle programme and the approach

- Modelling and exemplifying Little Wandle teaching approaches
- Showing and providing support for all aspects of Little Wandle CPD
- Maintaining confidentiality
- Supporting staff and colleagues through monitoring and coaching
- Leading team meetings

#### **4. Planning, monitoring and evaluation**

- In collaboration with the Leadership Team and the Operations Team, leading and directing the planning, delivery and evaluation of programme development work
- Overseeing and coordinating the effective project management of programme development work
- Carrying out research and development activities to support development of the programme
- Overseeing the monitoring of the effectiveness of the Little Wandle programme and leading the delivery of performance/impact monitoring activities
- Co-ordinating and overseeing the quality assurance of programme content, resources and guidance produced by the colleagues and external suppliers
- Providing updates and reports on programme development to a variety of stakeholders as required, co-ordinating and directing team members to contribute to these

#### **5. Communication and engagement**

- Communicating (being a public face of) and promoting the aims, vision and ambition of Little Wandle, demonstrating expert subject knowledge of reading and phonics
- Being part of national reading and phonics conversations
- Keeping up to date with new developments in terms of reading and phonics, sharing relevant updates with senior management and cascading updates to team members as appropriate
- Ensuring consistent messages with regards to teaching of phonics and reading through Little Wandle
- Developing and maintaining relationships with key stakeholders
- Providing expertise and support to respond to the needs of members (in terms of programme development)
- Speaking at engagement and CPD events

#### **6. General Responsibilities**

- To uphold the values and professional approach of Little Wandle and Wandle Learning Trust
- To respect the sensitive nature of some of Little Wandle's activities and maintain confidentiality
- To set own targets and prioritise work effectively, but also engage with the appraisal process
- To take responsibility for own continuous professional development and remain abreast of sector trends, developments and insights
- To maintain high professional standards of attendance, punctuality, appearance and conduct, acting as a positive representative for Little Wandle and Wandle Learning Trust
- 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 ensure your line manager is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection
- To comply with health and safety policies at all times, ensuring issues are raised or reported as required
- To be aware of, support and ensure equal opportunities for all
- To contribute to the development and the wellbeing of the full Little Wandle team

- To ensure that WLT finance and HR policies are followed at all times
- If requested by the Director of Little Wandle, 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 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**

**Programme Developer, Little Wandle**

	<b>Essential/Desirable</b>
<b>Qualifications/Experience</b>	
Educated to degree level or equivalent	E
Qualified Teacher Status	D
<b>Experience</b>	
Experience as a Programme Developer	E
An expert in the teaching of reading	E
Experience of supporting and developing the strategic direction of either public, private or third sector organisations	E
Experience of developing a team	E
Experience of developing partnerships with external organisations	E
Experience of working with other professionals and stakeholders collaboratively	E
Experience of carrying out research and development activities to drive and implement change	E
Experience of analysing and evaluating data/management information	E
Experience of delivering performance/impact monitoring activities, and shaping programmes in response to feedback/outcomes	E
Experience of developing training for delivery in person and online	E
Experience of publishing processes	D
Experience of successful school improvement showing impact on standards in reading	D
Experience of leading or supporting the implementation of an SSP (ideally Little Wandle) with evidence of positive impact on development and pupil outcomes	D
Track record in raising standards in the teaching of reading and phonics	D
Experience of managing budgets and financial planning	D
<b>Knowledge and Skills</b>	
Expert knowledge of reading and phonics	E
In depth knowledge of what constitutes effective reading and literacy teaching for all children including those with SEND, and the ability to communicate this confidently	E

Passion and enthusiasm for reading, the belief in systematic synthetic phonics and up to date knowledge of children's literature	E
Strong leadership skills and the ability to oversee the management of projects	E
Entrepreneurial skills and the ability to communicate the strengths of Little Wandle to other institutions/organisations	E
Strong communication skills with a range of audiences and stakeholders including excellent presentational skills	E
Strong interpersonal skills reflecting an awareness of self and others, and ability to maintain positive and professional working relationships	E
In-depth knowledge and understanding of implementation of the Little Wandle Letters and Sounds Revised programme	D
<b>General Abilities</b>	
Ability to use Office 365 – Word, Excel, PowerPoint, Outlook and Sharepoint	E
Ability to work in line with policies and legislation – e.g. Safeguarding, Equality and Diversity and Health and Safety, Finance, GDPR	E
Ability to travel to schools nationally, when required	E
Willingness and ability to work flexibly at peak times	E
Ability to manage, upskill and develop team members	E
Ability to influence key stakeholders	E
Ability to identify and implement effective solutions if issues arise	E
<b>Personal Qualities</b>	
Willing to embody and promote the vision and ethos of both Little Wandle and the Trust	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 tasks in line with organisational requirements and deadlines	E
Ability to show resilience under pressure, work to tight timescales in a calm and professional manner and prioritise work in order to meet 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: January 2025