

THE LEGACY LEARNING TRUST

ACKLAM GRANGE SCHOOL

PERSON SPECIFICATION: LITERACY HUB MANAGER



	Essential	Desirable	Measured by
Qualifications/ Training	- Educated to GCSE Standard at Grade A* – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications. - NVQ Level 3 Teaching Assistant qualification or equivalent qualification or experience - Willingness to undertake any further training relevant to the role	- Library, literacy, or education-related qualification - Relevant professional development over the last 2 years - Degree level qualification - First Aid qualification.	A/Q A/Q I
Experience	- Experience of working with children/young people - Full working knowledge of relevant policies/codes of practice - Committed to Safeguarding and promoting the welfare of children and young people - Experience of working to support children's learning gained in a relevant environment - Collaborative working within a team - Efficient administration and good organisation	- Experience of working in an educational environment - Experience delivering reading interventions or literacy support - Experience organising events or enrichment activities - Experience managing resources or a learning space	A/I
Knowledge and Understanding	- Build effective relationships with young people, providing support for their learning and setting clear boundaries for them - Build effective relationships with teachers and other school staff - Understanding of areas of learning - Understanding of principles of child development and learning processes - Participate in discussions in an informed and sensitive manner - Use of learning technologies - Knowledge of a range of classroom behaviour strategies	- Awareness of requirements of SEN and disability legislation - A sound knowledge and understanding of current developments in education and literacy	A/I
Skills	- Ability to take initiative, lead, motivate, inspire and support students to achieve excellence. - Effective use of ICT to promote, support and enhance teaching and learning - Able to manage and prioritise a varied workload - Good communication skills	Good ICT skills for learning and administrative requirements.	A/I A/I I
Person Characteristics	- Excellent attendance and punctuality - An enthusiastic approach to working with students - Confidence to manage and supervise effectively whole classes - Ability to work flexibly and respond to developing needs		I

	• Reliability and integrity • Positive and optimistic • Humour and resilience		A/I
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Measured by Key:

A: Application form/letter

Q: Qualification Check

I: Interview