



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM



# Literacy Tutor/Phonics Lead - Recruitment Pack



## WELCOME FROM OUR ASSOCIATE PRINCIPAL

Dear Applicant,

I am excited to introduce myself as the Associate Principal at The Grange Academy. We are a flourishing, mixed, non-selective secondary school and sixth form, based in Bushey, Hertfordshire, welcoming students from ages 11 to 18.

As part of the **Future Academies** family of schools, we share a commitment to high standards of excellence. With the support of our sponsors, we engage with the best teachers, leading universities, and prominent employers across the country to ensure our students are equipped with the **knowledge, aspiration, and respect** to achieve *libertas per cultum* — “freedom through education.”

We have been on a rapid improvement journey as a school and are now working on becoming the best school in the local area. For us, this looks like a school offering the following:

- An ambitious and accessible curriculum
- High expectations and disruption free learning for all students
- A broad range of enrichment opportunities
- A place where all professionals feel part of something whole, can thrive and develop.

Thank you for your interest in this role. We are looking for an experienced and enthusiastic **Literacy Tutor/Phonics Lead** to join our dynamic and supportive and collegiate team. This is an exciting opportunity for a committed professional to play a key role in shaping inclusive education and supporting children with special educational needs to thrive.

Future Academies is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience, and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact Emma Stevens, HR Manager via email [e.stevens@thegrange.futureacademies.org](mailto:e.stevens@thegrange.futureacademies.org).

We look forward to receiving your application.

**Aziza Ajak**

Associate Principal

<b>JOB TITLE:</b>	<b>Literacy Tutor/Phonics Lead</b>
<b>LINE MANAGER:</b>	SLT Link
<b>HOURS:</b>	Full time, term time only (plus INSET days)
<b>SALARY:</b>	<p><b>Support Staff NJCH2-13</b> (£23,656 - £28,163) pro rata plus Fringe of £1,013.00</p> <p>Starting salary to be confirmed upon appointment, subject to experience.</p>
<b>PLACE OF WORK:</b>	The Grange Academy, London Road, Bushey, WD23 3AA
<b>RIGHT TO WORK:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance.
<b>ANNUAL LEAVE:</b>	You are entitled to 28 days of annual leave, plus 8 statutory bank holidays.
<b>STAFF BENEFITS:</b>	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none"> <li>• A supportive ethos and concern for the well-being of all colleagues.</li> <li>• Excellent CPD opportunities and career progression.</li> <li>• Employer Contributions to Local Government or Teachers Pension Scheme.</li> <li>• Mintago – employee benefits platform.</li> <li>• Employee Assistance Programme.</li> <li>• Access to a Virtual GP</li> <li>• Eye Care Voucher scheme.</li> <li>• Salary sacrifice childcare</li> </ul>
<b>PROBATION PERIOD:</b>	The post holder will be required to complete a 6-month probation period.

## **JOB DESCRIPTION - MAIN RESPONSIBILITIES AND TASKS**

- Deliver targeted phonics and literacy interventions to small groups and individual students.
- Lead on the development and implementation of a phonics strategy across key stages.
- Liaise with teaching staff to ensure literacy interventions align with the wider curriculum.
- Track and report on student progress using the school's MIS system.
- Provide regular feedback to SLT, SENDCo, and parents/carers.
- Support students in developing independent learning and study skills.
- Act as a literacy advocate, promoting reading and writing across the school.
- Contribute to the development of literacy resources.
- Participate in staff training, INSET days, and professional development activities.
- Support the school's ethos, safeguarding policies, and inclusive practices.

Undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager.

## PERSON SPECIFICATION

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Degree in a related field</li><li>• Evidence of continued professional development</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience working with children or young people in an educational setting</li><li>• Desirable: Experience delivering phonics or literacy interventions</li><li>• Experience supporting students with SEND</li></ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"><li>• Strong understanding of phonics and literacy development</li><li>• Ability to plan and deliver engaging interventions</li><li>• Familiarity with assistive technology and inclusive teaching strategies</li><li>• Excellent written and verbal communication skills</li><li>• Ability to use data to inform teaching</li></ul>
<b>PERSONAL COMPETENCIES AND QUALITIES</b>	<ul style="list-style-type: none"><li>• Passionate about literacy and education</li><li>• Empathetic and student-centred approach</li><li>• Strong interpersonal skills and team player</li><li>• Organised, proactive, and reflective</li><li>• Resilient and adaptable in a dynamic school environment</li><li>• Commitment to safeguarding and promoting student welfare</li></ul>

## WHAT WE OFFER YOU?

**1**

Colleagues who care about the children they serve and each other.

**2**

A curriculum that is centrally resourced and locally owned.

**3**

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

**4**

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

**5**

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

**6**

A two-week October half term with no reduction in holidays elsewhere.

**7**

Integrated instructional coaching through StepLab, enabling feedback, which is timely, developmental and low-stakes.

**8**

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

**9**

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

**10**

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

## APPLICATION PROCESS

### 1. Applying for the role

- To apply for the post, please visit our website.  
[Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **5pm on 4<sup>th</sup> July**. Applications after this date will not be considered.

### 2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

### 3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

- The successful candidate will take up the post as soon as possible.

### 5. Additional information

- For further information please email [e.stevens@thegrange.futureacademies.org](mailto:e.stevens@thegrange.futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.