



BUTE HOUSE

Bute House Preparatory School for Girls

Learning Enrichment Teacher – Phonics &
Literacy Development

Part Time, January 2027 or sooner



Job Description:

Learning Enrichment Teacher - Phonics & Literacy Development

Report to: Head of Learning Enrichment

Hours: Part Time (2 or 3 days per week)

Aim: To teach phonics and support literacy to enrich and support the learning experience of pupils to help them to achieve their full potential.

- To provide specialist teaching in Phonics and Literacy for pupils with additional learning needs by working with small groups/whole class/groups within class depending on the needs of the child/children being supported.
- To provide appropriate feedback to pupils
- To keep ongoing records of progress and update teachers regularly
- To work alongside staff to support them in the identification of pupils requiring additional support and offer advice as to which type of intervention is most appropriate.
- To carry out individual assessments as needed.
- To write Individual or Group Support Plans and annual reports.
- To keep up to date with new resources and provision for children in the LED and attend relevant CPD training.
- To liaise, communicate and undertake, with the Head of Department and the department as a whole, administration needed for pupils within the department
- To work with HoDs to support learning across the school in relevant areas such as: Phonics, Guided Reading, Handwriting, Social Skills, Touch Typing and Reading Clubs,
- To undertake duties before, during and after school as required.
- To participate in after school activities including residential field trips, as necessary.
- To run clubs on a regular basis
- To actively participate in professional development, attending all meetings and INSET.
- To communicate effectively with parents/carers.
- Any other duties as reasonably required by the Head.

This job description is designed to act as a guide to key tasks and responsibilities which may evolve and change over time.

Person Specification – Learning Enrichment Teacher - Phonics & Literacy Development

	ESSENTIAL <i>These are qualities which are required to do this job. No applicant will be considered if they can not demonstrate these.</i>	DESIRABLE <i>These are additional qualities, which may be useful when the panel is selecting the final shortlist.</i>	METHOD OF ASSESSMENT
Qualifications	- Degree in relevant field - Qualified Teacher Status	OCR Level 5 or above Diploma in Teaching Learners with Dyslexia or Specific Learning Difficulties (or equivalent)	Certification
Experience	- Experience of Primary Education - Experience working with SEN in KS1 and KS2	Experience using Leslie Clarke resources	Application form References
Skills	- Experience of teaching English and Maths - Experience of phonics instruction - Excellent interpersonal skills - Flexibility in teaching either small groups, one to one, or a whole class - Excellent ISP and report writing skills - Developing positive relationships with children - Excellent communication skills		Application form References Interview
Knowledge	- Understanding of appropriate intervention strategies to provide effectively for the needs of all children - Up to date knowledge of the English and Maths curriculum - Computer literate - Ability to use assessment data to inform planning and provision - Up-to-date knowledge of current thinking in SEND	Up to date knowledge of the latest research developments and resources in Dyslexia, Dyspraxia etc.	Application form Interview
Personal competencies and qualities	- Flexibility - Empathy - Ability to innovate - Initiative and drive - Enthusiasm - Ability to work closely as part of a team - Alignment to Bute House values and ethos		Application Form Interview

Bute House Values

At Bute House, we value not just what students know, but how they approach learning. We celebrate curiosity, resilience, and a willingness to try new things. We look for students who embrace opportunities, respond positively to guidance, and enjoy growing both academically and personally.

We believe in fostering a love of lifelong learning to prepare our girls for the challenges of an exciting future that we may not yet be able to imagine. Our approach enables all girls to achieve high academic standards, without unnecessary competition and pressure and we are proud of our non-competitive academic ethos. We utilise our generous ratio of staff to pupils, creating small bespoke groups, allowing the girls to move through the curriculum with appropriate pace and challenge.

We believe the best way to support our pupils is with excellent teaching. We prioritise professional development and expect all members of our team to be committed to their own professional growth. Our system of mentoring and coaching is designed to encourage individuals to pursue their own strengths and to take an interest in developing their own professional knowledge of current best practice and sharing this with their colleagues. We offer both a rich and rigorous education, enabling all of our pupils to run their own best race.



Our Community

Valuing Every Background

We warmly welcome children from all educational experiences, including state schools, and recognise the variety of topics, class sizes, and learning opportunities they bring.

Celebrating Our Diversity

We are proud of our vibrant, inclusive community. We are enriched by our diverse school community; we learn from each other with around 80% of pupils speaking an additional language at home; we celebrate our multiculturalism and are inspired by our different ways of learning; every girl, and every member of staff, runs their own best race here at Bute House! Our colleagues are excellent role models for pupils and each other, and we believe living our values with our individual approach to developing every person in our community is what makes our school so special!

Community Spirit

Bute House has developed strong community partnerships with local schools and our neighbours. We are proud that all staff play a part in charitable and partnership activities. school culture

School Culture

At Bute House, our values-driven culture places kindness, respect, and integrity at the heart of everything we do, creating an environment where every individual feels valued and supported.

Staff Benefits

- Collaborative working environment
- Individualised CPD opportunities
- Performance linked pay progression
- Generous employer pension contribution
- Staff wellbeing programme
- Free lunch during term time

Completing the application

Please submit your completed application form to recruitment@butehouse.co.uk. In line with safer recruitment requirements **CVs will not be accepted**.

If you have any questions or would like to hear more about working at Bute House, please contact Natalie Humphrys, Director of People and Development.

Phone Number: +44 (0) 207 603 7381
Email Address: recruitment@butehouse.co.uk
Website: www.butehouse.co.uk

