

<b>Job title</b>	English Hub Lead
<b>Job description</b>	Class Teacher, English Hub Leadership Team member
<b>Salary Scale</b>	Competitive
<b>Responsible to</b>	<b>Executive Headteacher</b>
<b>Responsible for</b>	<b>English Hub Team</b>
<b>Line managed by</b>	<b>Executive Headteacher</b>

### **Purpose of Job**

1. Leading and developing the team of English Specialists in their role supporting schools. Coordinating the work of the English Specialists and overseeing the impact of the school to school support.
2. Being committed to leading on establishing and maintaining links with a number of schools whilst supporting them to develop the teaching and learning of phonics; early reading and a love of reading.
3. Supporting schools, where appropriate, with:
  - writing of Action Plans;
  - leading the audit process;
  - working with the Executive Headteacher and English Specialists to prioritise support required by schools;
  - making decisions collectively on allocated funding and intensive support across the English Hub.
4. Liaise with the Executive Headteacher and administration team to collate the information needed to meet the deadline for the monthly progress reports to the DfE.
5. Take a lead role reporting progress made by the Hub against the three priority areas.
6. Maintain communications with colleagues from other English Hubs to support other schools and develop Knowledge Schools English Hub effectively.
7. Where appropriate work with members of Knowledge Schools Trust Primaries when coordinating and delivering CPD to schools.

### **Knowledge and Understanding**

- What constitutes high quality in Reading and Phonics provision and strategies for raising standards and outcomes.

### **Strategic Leadership**

- Help develop a highly effective team through effective systems.
- Maintain an ethos and provide educational vision and direction which secures outstanding teaching and learning which leads to outstanding outcomes.
- Be able to present a coherent and accurate account of the pupil's performance and other self-evaluation evidence in a form appropriate to a range of audiences, including governors, the local

community, Ofsted and others.

- Lead by example, provide inspiration and motivation to your teams. Embody for the pupils, staff, governors and parents the vision, purpose and leadership of learning.

### **Planning and Setting Expectations**

- Lead and manage the creation and implementation of the Implementation Plan, with particular emphasis on the priorities and targets of the English Hub.
- Have high expectations of the team.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

### **Managing and Developing Staff**

- Lead professional development of staff through example, creating strong team work.
- Support the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise where appropriate.

### **Managing Resources**

- Manage, monitor and review the range, quality and quantity of all available resources in order to improve pupils' achievements, ensure efficiency and secure value for money.

### **Managing Own Performance and Development**

- Participate in arrangements for Appraisal and take responsibility for own professional development.
- Prioritise and manage own time effectively.
- Work under pressure and to deadlines.
- Sustain own motivation and that of other staff in their phase.

### **Other expectations of the role**

- Adhere to the School and Trust's Safeguarding Policies.
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Adhere to policies as set out in the governors and staff handbook
- Comply with the Data Protection Act/GDPR
- Undertake other reasonable duties related to the job purpose required from time to time.

### **Review and Amendment**

All new staff will be subject to a probationary period of six months (which may, in certain circumstances, be extended by up to a further three months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with pupils.

This role outline is not definitive and will be subject to regular review and should be seen as enabling rather than restrictive. Other reasonable requests for support may be made by your line manager.

Role outlines are intended as reference documents which identify main responsibilities and activities.

This Role Outline may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.

Signed: ..... Date: .....

Signed: ..... Executive Head of Schools

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