

Ramsbury English Hub - Deputy Hub Lead

Job description

The post-holder is required to carry out the duties of a school teacher as set out in the Teachers Pay and Conditions Document, the National Conditions of Service for Teachers in England and Wales, Teachers' Standards, the employment contract, and within the policies and procedures of Ramsbury Primary School.

The Department for Education leads the direction of the English Hub programme setting annual parameters and KPIs, as specified in Grant Offer letters and supporting guidance documentation.

Ramsbury English Hub is one of only 34 in England, supporting schools in Wiltshire, Swindon, Cotswolds and Dorset in the teaching of Literacy from Reception through to Key Stage 3.

The Deputy Hub Lead, along with the Hub Lead is responsible for maintaining the running of Ramsbury English Hub, planning, delivering, and monitoring the impact of non-intensive support, supporting partner schools, managing literacy specialists, and selecting appropriate future partner schools.

The job description is an outline of expectations and is driven by the DfE, and as such, this document is likely to change in response to changes to the direction of the programme.

The postholder should always carry out their role by benchmarking themselves against the highest standards of practice, as evidenced through, for example, the DfE Reading and Writing Frameworks and other respected research.

The postholder will undertake any other duties required that are commensurate with the pay and purpose of the role.

The main roles of the Deputy Hub Lead include:

1. Effective management of the Hub

This includes but is not limited to:

Working with the Hub Lead to manage the Ramsbury English Hub team

Maintaining a positive working relationship with the DfE and the DfE Delivery Lead

Reporting regularly to the Strategic Lead and the Strategic Board

Keeping up to date with national developments and issues

Representing the English Hub at national forums, conferences and other events as required

Ensuring that Ramsbury English Hub actively contributes to the further development of the Programme

With the Hub Lead, planning for each annual cycle, including financial planning and capacity modelling

Monitoring and reporting on English Hub progress, including school engagement figures and Partner School data

Attending all Performance Review Meetings with the DfE, reporting on English Hub progress

Quality assuring, together with the Hub Lead, Strategic Lead and the Lead Finance and Admin officer, the regular Hub Performance Reports required by the DfE

Supporting the Hub to work efficiently, effectively and with rigour; following detailed and strategic milestones, (such as the Implementation Plan), ensuring a keen focus is maintained in order to meet targets

Effective line management of members of the Ramsbury English Hub team.

2. Engaging with schools and local partners

This includes but is not limited to:

Communicating aims, vision of the English Hub programme

Enabling effective collaboration between other English Hubs and other curriculum hubs

Liaising with local stakeholders including Teaching School Hubs, MATs, Local Authorities and the DfE

Developing and maintaining relationships with key partners including RISE teams, Local Authorities, Teaching School Hubs, EAG and SSPs

Acting as a link to regional networks and system leaders including LAs and MATs

Attending various stakeholder meetings.

3. Maintaining excellence in the Hub school and LS team

This includes but is not limited to:

With the Hub Lead, maintaining a strategic view of the teaching of writing and reading in the hub School

Leading Literacy Specialist teams and ensuring shared strategic direction and goals

Encouraging the Literacy Specialist teams to keep up to date with new developments, particularly within their area of expertise

Appointing English Hub team members, in conjunction with the Hub Lead and Strategic Hub Lead

Identifying development needs of the English Hub team and discussing the needs of key members of the team with the Hub Lead and Strategic Lead.

4. Delivering non-intensive support to schools

This includes but is not limited to:

Organising online and in-person events to raise awareness of the English Hub support available

Overseeing recruitment to English Hub activity

Speaking at engagement events

Maintaining engagement with graduate schools.

5. Delivering intensive support to partner schools

This includes but is not limited to:

Building strong relationships with schools in the English Hub network including Partner Schools

Visiting schools across Swindon, Wiltshire, Cotswolds and Dorset

Ensuring the delivery of high quality Literacy Specialist support

Quality assuring the Literacy Specialist team

Ensuring a consistent message with regards to the teaching of reading and writing, using the DfE's Challenge Checklist to support schools with their development

Allocating financial support to schools.

6. Maintaining Hub performance against Key Performance Indicators

This includes but is not limited to:

Supporting the Hub Lead to monitor and report on Ramsbury English Hub's progress, including school engagement figures and Partner School data

Regular monitoring of Partner School hub data and providing clear actions to the LS team to mitigate issues

Continuing strong partnerships with graduate schools, providing support where necessary.

7. Financial Management of the Hub

This includes but is not limited to:

Working closely with the Finance and Admin Lead

Overseeing an accurate budget for the English Hub ensuring that spend is purposeful

Quality assuring accurate financial submissions.