

# English Hubs

## The Arch English Hub

### Job Description and Person Specification



<b>Role</b>	<b>Arch English Hub Lead English Hub Lead</b>
<b>Grade and Range:</b>	<b>Leadership, Points 1 to 3</b>
<b>Accountable to:</b>	<b>Senior English Hub Leader / Strategic Hub Lead</b>
<b>Date last reviewed:</b>	<b>January 2023</b>

#### Position Overview

You will form part of the Arch English Hub team, working together to impact on schools across our region and beyond. Your core responsibility will be the leadership of The Arch English Hub one of 34 schools nationally to be awarded the English Hub Status from the Department of Education. Through both targeted support, CPL and strong communication, you will enable identified schools to develop excellent practice and outcomes for all children. This support and development will focus on developing early reading, reading for pleasure and language skills, through in-school support, auditing, programme delivery, training opportunities and true partnership work.

#### Main Duties

- Ensuring the English Hub makes a significant impact on all schools across the local region, enabling the Arch Alliance English Hub to be an example of best practice, achieving exceptional outcomes for all children
- Through challenge and support, ensure on-going exceptional practice and outcomes at All Souls' CE Primary school, the lead school for the English Hub
- Identifying and developing talent in literacy and early years from both within and beyond the school
- Leading and developing the team of Literacy Specialists in their role supporting schools. Co-ordinating the work of the English Specialists and overseeing the impact of the school-to-school support
- Being a role model and authentic example, by providing high quality in-school support
- 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.

- Supporting schools, where appropriate, with writing of Action Plans; working with the Senior Hub lead and Strategic Hub Lead to identify the terms offer to schools; making decisions collectively on allocated funding and intensive support across the English Hub
- Holding school leaders to account on addressing identified priorities and delivering action plans
- Liaise with the Senior Hub lead and Strategic Hub Lead to collate the information needed to meet the deadlines for progress reports to the DfE
- Take a lead role reporting progress made by the Hub against the three priority areas
- Maintain communications with colleagues from other English Hubs to support other schools and develop the Arch English Hub effectively
- Where appropriate co-ordinating and delivering CPD to schools. This will be supplemented with a clear understanding of DfE requirements and the challenges schools face
- Support the Senior Hub Lead and Strategic Hub Lead with Hub to run a national-recognised programme of English CPD.

#### General Duties

- Be a positive influence on the climate and culture of the Arch English Hub and be a positive example at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager
- Be aware of and support difference and ensure equal opportunities for all
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Be a flexible and supportive member of the team
- To perform any other task under the reasonable direction of your Line Manager.

## Skills / Experience Required

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
<b>Qualifications</b>		
Honours degree or equivalent in relevant subject	AF	
Qualified Teacher Status	AF	
Training in at least one DfE validated SSP		AF
Professional qualification or relevant experience		AF/I
SLE designation or similar		AF
Training in early language development		AF
Training in reading for pleasure		AF
NPQSL		AF
NPQH		AF
<b>Experience</b>		
Proven record of success as an outstanding Teacher	AF/I	
Experience as an exceptional teacher teaching within primary education	AF/I	
School leadership experience, with measurable impact	AF/I	
Experience of managing other teachers and intervention strategies to raise performance	AF/I	
Proven ability of being able to demand ambitious standards for all pupils by instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes whilst overcoming disadvantage and advancing equality.	AF/I	
Experience of safeguarding and additional educational needs and disabilities	AF/I	
Experience of delivering school to school support	AF/I	
Experience of working alongside a range of partners to achieve learning objectives		AF/I
Experience of working with school leadership teams to improve outcomes in English for all children	AF/I	
Experience of SLT/English leadership for schools or across a group of schools	AF/I	
Experience of or ability to manage a budget		AF/I
Provide evidence of leading staff development and training	AF/I	
School improvement experience – influencing and advising Headteachers		AF/I

<b>Qualities</b>		
Experience of leading by example - with integrity, creativity, resilience, and clarity by drawing on your own scholarship, expertise and skills, and that of those around you	AF/I	
A determination to sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development	AF/I	
Able to provide robust challenge and accountability to school leaders	AF/I	
Has the drive, commitment and ability to communicate compellingly the hub's vision, empowering all pupils and staff to excel	AF/I	
Ability to manage own workload and that of a team	AF/I	
Possesses the ability, drive and commitment to coach current and aspiring staff & leaders in a climate where excellence is the standard	AF/I	
Willing to maintain high-quality communication and accountability within an established team structure	AF/I	
A willingness to adopt the Arch English Hub strategy and mission statement	AF/I	
Confident at developing action plans, modelling lessons and team-teaching	AF/I	
<b>Knowledge and Skills</b>		
Ability to communicate effectively with a range of internal and external stakeholders	AF/I	
Excellent literacy, numeracy and IT skills	AF/I	
Knowledge of current EYFS and KS1/2 curriculum	AF/I	
Knowledge of early language and early reading pedagogy	AF/I	
Have knowledge of how to budget financially		AF/I
In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced / Threshold Level	AF/I	
<b>Attributes</b>		
A passion to work in All Souls' CE Primary, developing excellent practice and ensuring exceptional outcomes for every child	I	
Committed to own continuing professional development	AF/I	
Committed to putting children's education first	I	
<b>Other</b>		
Occasional work outside normal working hours - prior notice given	I	
Commitment to travel to London (x3) times a year to meet with the Department for Education	I	
Ability to travel to all partner schools within region	I	
Ability to drive with clean driving licence	I	