

# Candidate Information Pack

## English Hub Lead – Audits and Engagement (0.4 FTE)



Proudly, part of The Leaf Trust Family of Schools

<b>Start Date:</b>	01/09/2025
<b>Salary:</b>	Teachers Main Pay Scale/Teachers Upper Pay Scale
<b>Contract:</b>	0.4 FTC to 31/08/26 (dependent on funding)
<b>Application Closing Date</b>	13/05/2025 <i>We recommend early application as the school reserves the right to close the advert prior to the stated deadline date</i>
<b>Interview Date</b>	Week of 19/05/2025

**Inspire, Educate, and Grow with Us at Mangotsfield Primary English Hub!**

### The Role:

An opportunity has arisen at the Mangotsfield Primary English Hub for an enthusiastic and committed leader with expertise in early reading and phonics, to join our team and contribute positively to our English Hub by taking a key role in delivering Audits, awarding resource funding and widening engagement with schools in our Hub area across South Glos, Glos and BANES. You will play a significant part in the ongoing work and development of the DfE English Hub programme – as a hub we have worked with over 400 schools so far since we were established in 2018.

You'll plan, co-ordinate and deliver a set number of audits for schools within our Hub area and award resources funding to support improvements to early reading and phonics. To increase engagement with the English Hub programme, you'll identify schools who haven't yet been involved or supported in order to encourage participation, identify future partner schools and grow the pipeline of schools to work with the hub.



### The successful candidate will:

- ✓ Hold qualified teacher status
- ✓ Have a good understanding of the DfE English Hub Programme
- ✓ Have excellent subject knowledge and understanding of phonics, early reading and reading for pleasure
- ✓ Have the ability to plan and deliver high quality, innovative professional development which meet the emerging need of schools and leaders in our area
- ✓ Share a positive vision of children's education and development especially around the importance of early reading and early language
- ✓ Ability to use data and feedback to identify areas for improvement and to plan further professional development which results in improvements in educational outcomes
- ✓ Have a real desire to be a part of a hardworking, supportive and creative team and be motivated to make a real difference
- ✓ Form positive relationships with adults, schools and stakeholders from a range of settings
- ✓ Have excellent communication and facilitation skills

On the following pages of this candidate information pack, you will find details of **how to apply**, a copy of the **person specification** and **job description**. The relevant **application form** is available to download separately on our website.

### The Trust, the School and the English Hub: ☒

Mangotsfield CofE Primary School and Mangotsfield Primary English Hub are proud to be part of The Leaf Trust, a family of 14 schools dedicated to providing exceptional learning environments. As a leading Primary and Early Years Trust in the South-West, we prioritise educational excellence, collaboration, and professional development.

As a school, our vision, "Preparing for a positive future, achieved through faith," guides everything we do. With 21 classes and 630 children, we foster an inclusive and welcoming school culture rooted in our core Christian values. Our evidence-informed teaching approach ensures a broad and enriching curriculum that inspires curiosity and a lifelong love of learning. We are committed to nurturing the whole child—academically, emotionally, socially, and spiritually—so that every pupil flourishes. Our values of respect, kindness, and responsibility are at the heart of our school community.

As an English Hub, our ambitious aim is to support schools so that all children are able to read fluently and read for pleasure. The support we provide focuses on three areas:

- Early language development and 'closing the word gap'.
- Encouraging best practice in systematic synthetic phonics teaching.
- Promoting a love of reading through a focus on reading aloud, developing teachers' knowledge of children's literature, supporting whole school reading approaches and encouraging reading at home.

If you are passionate about early reading and high-quality education in a values-driven environment, we would love to hear from you.

What We Can Offer You:

#### **As a Trust:**

- **Professional Growth:** Access tailored CPD opportunities, apprenticeship programmes, and support for personal and professional development.
- **Pathways for Progression:** As part of a network of 14 schools, you'll have opportunities for career growth and exciting challenges.
- **Employee Wellbeing:** We prioritise staff wellbeing with annual surveys, Wellbeing Committees, a dedicated staff wellbeing day, and a focus on maintaining a healthy work-life balance.
- **Financial Benefits:** Enjoy excellent pension packages, a Cycle to Work Scheme, and a retail discount platform to help you make savings.

#### **As a School and an English Hub:**

- **A Thriving School Community:** Be part of a welcoming and inclusive school with strong links to the church and wider community.
- **Collaboration and Development:** Work with a highly motivated team, with opportunities to observe and learn from outstanding colleagues nationally as part of the English Hub training and development events. Be at the forefront of practice informed by the latest research and evidence in early reading.
- **A Purposeful Curriculum:** Help shape and deliver a broad and enriching early reading curriculum that meets the needs of learners and inspires them to reach their full potential across the region

#### **Visits to the School and Further Information**

Visits to the English Hub and school are encouraged. Please contact the school office on **01454 867400** or at [english.hub@mangoschool.org](mailto:english.hub@mangoschool.org) to arrange a visit. We also invite you to browse our respective websites for more information about our School and Trust:

👉 [Mangotsfield Primary English Hub](#)

👉 [The Leaf Trust](#)



## Safeguarding Statement

***The Leaf Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Suitability to work with children and young people will form part of the selection process. All appointments will be subject to vetting, including an enhanced DBS check.***

*This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, and all convictions or cautions must be declared.*

## Equal Opportunities Statement

*We are also committed to creating a diverse and inclusive workplace and welcome applications from all suitably qualified candidates, particularly those from underrepresented groups.*

## The Leaf Trust People Pledge

At The Leaf Trust, we are committed to supporting the wellbeing and professional growth of every member of our school community. Our People Pledge sets out six core commitments to ensure all staff feel valued, supported, and empowered in their roles. These pledges reflect our dedication to creating a positive, inclusive, and enriching working environment where every individual can **belong, grow, and succeed**.

As a family of schools, we take meaningful action to uphold these commitments, ensuring our staff experience an environment where they feel valued, developed, and empowered to make a difference.



### We are recognised and rewarded



Long service awards

We say 'Thank you and Well done.'

Complimentary lunch with the children



### We each have a voice that counts



School and trust well-being committee

Regular staff surveys and shared actions

Open door policy for SLTs and the Trust executive team



### We value family



A flexible and supportive approach to attending appointments and family events

A supportive and flexible approach for those with dependants

Communications policy to protect staff



### We are always learning



Opportunities for career development encouraged and supported

Career pathways for all job types

Professional growth approach to performance management



### We communicate well



Annual calendar: consulted and well-publicised

Single point of access for all information. Support and resources: Leaf Portal

Regular briefing sessions and staff bulletins



### We are happy and healthy



Complimentary tea, coffee and squash in the staffrooms

Gym discounts, mental health support and private healthcare discounts.

A sensible approach to workload and a growth model of observations

## How to Apply

### Completing the Application Form:

Applications must be made on an appropriate official **Leaf Trust** application form which is available from our website. There are two available to download: one for teaching posts and one for support staff vacancies.

The whole of your application form and any additional information may be photocopied for the short-listing panel. Your form should therefore be typed or clearly written in black ink. Whilst additional sheets or supplementary information may accompany your application form, please note that CVs alone will not be considered.

**The short-listing/appointments panel will assess applications against the criteria set out in the person specification for the post you have applied for. When completing the application form please ensure that you address these areas in your application, particularly the essential criteria, giving examples to demonstrate how you meet the criteria.**

**Our preferred method of application is via the Eteach portal** ➡ Click [here](#). Alternatively, download a copy of the application form from our website to complete and email it back by the closing date specified to: Mangotsfield Primary English Hub, email address: [english.hub@mangoschool.org](mailto:english.hub@mangoschool.org).

### References, Health & DBS Clearance:

**All offers of employment with The Leaf Trust are made subject to receipt of two satisfactory employment references, health clearance and an enhanced DBS clearance.**

*References:* Please note that references will be taken up prior to interview. If for any reason you do not wish us to contact a referee prior to interview or a job offer, please indicate this clearly on the appropriate section of the application form.

*Health Clearance:* If you are offered a post with us, you will be asked to complete an on-line medical questionnaire. An offer of employment will only be confirmed by the Leaf Trust once this assessment has been completed and confirmation of health clearance is received in respect of the role offered to you. Please note that the Health Questionnaires are totally confidential.

*Disclosure & Barring Service:* The Leaf Trust is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are expected to share this commitment. The post is subject to appropriate vetting including an enhanced DBS disclosure check before the successful applicant can take up post.



## Equal Opportunities Monitoring Form

We hope very much that you will complete and return the Equal Opportunities Monitoring Form, which will be detached from your application upon receipt in the office. We would wish to assure you that the form will be used purely for monitoring purposes.

### **Mangotsfield Primary English Hub Person Specification**

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>
<b>Qualifications</b>	Recognised teaching degree or equivalent related professional Qualification.	Recent Senior Leader or relevant senior advisory role  Experience as SLE for phonics and/or Literacy Specialist	Certificates at Interview
<b>Training</b>	Evidence of Continuing Professional Development particularly around leadership, phonics and early reading.	Demonstration of proven Continuing Professional Development delivery and quality assurance.	Application Form Interview
<b>Experience</b>	Clear understanding of the EH aims and values alongside the EH programme.  Experience of teaching in EYFS/KS1.  Successful experience of school-to-school support.  A proven track record in improving pupil outcomes.	Literacy Specialist for the English Hub.  Managing/leadership within an educational environment.  Managing at a Senior Management Team level.  Designation as a SLE and successful track record of school-	Application Form Interview

		to-school support in a variety of school settings.	
<b>Knowledge and skills</b>	<p>Able to understand national &amp; regional educational priorities and deliver appropriate strategies.</p> <p>Able to use a range of ICT packages. Understanding of educational enterprise issues.</p> <p>Passionate about early Reading with an excellent understanding of EYFS and Year 1.</p> <p>Have the ability to work effectively to lead a team from across a number of partners situated in a wide geographical location.</p>	<p>Able to strategically influence decision making. Understanding of promoting positive relationships with the wider school and education community.</p> <p>Experience of working within a Nursery setting.</p>	Application Form Interview
<b>Personal Qualities</b>	<p>Be passionate about developing pupils' learning in phonics and reading.</p> <p>Highly developed interpersonal skills including influencing skills.</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and team performance.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Full UK driving licence.</p>		Application Form Interview



**Job Description Post Title:** English Hub Lead – Audits and engagement (0.4)

**Salary:** MPS-UPS3

**Contract type:** 0.4 fixed term (dependent on funding)

**Contract term:** 01.09.25 – 31.08.26

**Responsible to:** Strategic Lead of English Hub and Senior English Hub Lead

**Base:** Mangotsfield C of E Primary School – you may also be required to work at alternative locations as dictated by the requirements of the role.

### **Job Purpose– English Hub Lead (Audits and engagement)**

As a senior member of the Mangotsfield Primary EH, to take a key lead in the effective and efficient development of the English Hub's activities, ensuring best practice, financial stability and growth working alongside the Strategic lead, Senior EH lead and other English Hub lead.

To work with the Senior EH Lead and other English Hub Lead on the leadership of the Hub including:

- To co-ordinate and implement the core offer of the English Hub as agreed with the DfE focussing on audits, resource funding and identification of potential partner schools
- To complete a specified number of audits in line with DfE expectations
- To line manage and co-ordinate the work of the Literacy Specialists who carry out audit work on behalf of the EH
- To provide quality assurance for the audits
- To plan for and award resource funding to schools in line with DfE expectations and criteria
- Preparation of predetermined KPIs for inclusion in progress reports
- To continue to develop the networks of operational partners to widen engagement with the Hub
- To provide the External Strategic Partnership Board with clear information, advice and recommendations regarding audits, engagement, resource funding and identification of potential Partner Schools
- To support delivery of the English Hub's Business Plan

### **GENERAL DUTIES**

#### **Leadership and Strategy**

1. Manage and deliver the core offer of the English Hub as agreed with the DfE (audits and resource funding)

2. Lead and develop increase in engagement of schools in order to identify and support schools most in need and develop pipeline of schools for more intensive support.
3. Attend EH Leadership meeting, EHSB meeting and appropriate partnership meetings
4. Negotiate and influence strategic decision making within the EH Leadership Team.
5. Ensure quality assurance of the English Hub's activities (audits)
6. To represent the English Hub at wider partnership meetings for example working alongside local Teaching School Hubs and other system leaders

### **Financial Resource Management**

1. To develop and deliver the English Hub business plan with regards to audits and resource funding
2. Maintain budgeting oversight of the audits and resource funding budget lines including identifying any planned underspend and forecast future year budgets
3. Prepare and present monthly financial monitoring reports for the DfE working with the finance assistant

### **Administration Management**

1. Design and maintain administrative systems that deliver outcomes based on the English Hub's aims and goals and KPIs.
2. Manage systems and link processes that interact across the English Hubs to form complete systems
3. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
4. Establish and use effective methods to review and improve administrative systems
5. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
6. Benchmark systems and information to assess trends and make appropriate recommendations

### **Strengthening Community**

1. To network and liaise across the range of external providers, schools, community and other networks, to ensure wider engagement with the EH
2. Support the development of the school and EH within the community; strengthening partnerships with other schools and services
3. Respond to an understanding of the diversity of the schools we work with
4. Contribute to policies and practices which promote equality of opportunity and tackle prejudice.
5. Promote and model good relationships with schools and other external providers, which are based on partnerships to support and improve pupils' wellbeing and attainment.

## Further requirements

1. As an employee of the school, this post holder is accountable to the Headteacher. You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher
2. The post holder is also expected to interact with and lead colleagues on a professional level in order to promote a mutual understanding of the schools and English Hub's vision and values
3. To support the Headteacher's overall leadership, development and teaching and learning of all pupils
4. To work in partnership with Headteacher, Deputy Head teacher, Governors, staff and other members of the English Hub
5. So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in all premises/work areas, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, Department Policies and Codes of Practice.