

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

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.
8. Planning, developing, leading and delivering a CPD cycle to support the aims of the hub.
9. Maintaining an awareness of the SSP's that are validated by the DfE and learning an adequate amount about each programme to ensure that they can support schools in their decision-making process.

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 duties and Responsibilities

- To ensure the safeguarding of pupils.
- Other duties that the Executive Headteacher may from time to time ask the post holder to perform.

Signed:	
Date:	