

## **Job description**

### **Leadership and management**

1. Establishing a shared vision for early reading teaching and leadership within schools
2. Leading the Literacy Specialist team and ensuring shared strategic direction and goals
3. Line managing and quality assuring the Literacy Specialist team
4. Appointing English Hub team members, in conjunction with the Strategic Hub Lead, with a clear focus on succession planning including for the administration function
5. Reporting regularly to the Strategic Lead and Lead School leadership team/ internal governance
6. Leading team meetings and sub-meetings.
7. Identifying development needs of the English Hub team and discussing the needs of key members of the team with the Strategic Lead

### **Strategic boards and partnerships**

1. Maintaining a strategic view of early reading teaching in the hub school
2. Liaising with local stakeholders including Teaching School Hubs, Local Authorities and the DfE
3. Developing and maintaining relationships with key partners including Teaching School Hubs, SSPs and MATs
4. Acting as a link to regional networks and system leaders (e.g., MATs, LAs)
5. Attending all Strategic Board Meetings
6. Working with the Strategic Board to quality assure work of English Hub team

### **Planning, monitoring and evaluation**

1. Planning for each annual cycle, including financial planning
2. Identifying and supporting the planning of English Hub training programmes (Transforming Your School's Reading Culture, Teacher Reading Group, Supporting Early Language Development, Phonics Reading Leader Network)
3. Ensuring the delivery of high quality Literacy Specialist support: shadowing visits, reviewing reports and meeting frequently with the team to reaffirm core messages and actions, check progress of lowest 20% pupils and practice core elements of SSPs
4. Leading on monitoring and reporting on English Hub progress, including school engagement figures and Partner School phonics data
5. Attending all Performance Review Meetings with the DfE, reporting on English Hub progress
6. Evaluating work and sharing impact
7. Quality assuring, together with the Strategic Lead, the regular Hub Performance Reports required by the DfE
8. Quality assuring, together with the SLL, the annual report at the required date

### **Communication, engagement and recruitment**

1. Being the public face of the English Hub, communicating aims, vision and ambition of the English Hub
2. Encouraging the Literacy Specialist team to keep up to date with new developments, particularly within SSPs
3. Build strong relationships with schools in the English Hub network including Partner Schools and Accelerator Fund Schools
4. Organising online and in-person events to raise awareness of the English Hub support available, including Showcase Events at the Hub School that demonstrate outstanding phonics practice
5. Visiting schools across North East London and Essex to conduct phonics audit visits and deciding appropriate support
6. Ensuring a consistent message with regards to early reading teaching, using the DfE's Challenge Checklist to support schools with their development
7. Overseeing recruitment to all English Hub activity
8. Speaking at engagement events
9. Attending various stakeholder meetings including Primary Heads, MATS etc.

### **Finance and data management**

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

2. Quality assuring accurate data submissions

**Working with English Hub Network and DfE**

1. Maintaining a positive working relationship with the DfE Delivery Lead
2. Attending English Hub National Events
3. Enabling effective collaboration between neighbouring hubs in region
4. Keeping up to date with national developments and issues
5. Representing the English Hub at national forums, workshops and other events as required
6. Ensuring that New Vision English Hub actively contributes to the further development of the programme

**Other aspects:** The above job description is an outline of expectations. The postholder should always carry out their role by benchmarking themselves against the highest standards of practice as evidenced through DfE Reading Framework, OFSTED findings and other respected research.