

English Hub KS2 or KS3 Programme Lead Job Description

Job Title	Programme Lead
Job Description	Lead the English Hub KS2 or KS3 Programme
Rate of Pay	2.5 days @ £375/day 0.5 days @ £450/day
Responsible to	English Hub Lead and Strategic Hub Lead
Responsible for	KS2 or KS3 Literacy Specialists

Main duties

- Improve reading outcomes across partner schools by strengthening leadership, teaching, and whole-school reading culture, with a sharp focus on pupils struggling to access the curriculum.
- Embed evidence-informed approaches to reading instruction in KS2 or KS3, helping schools build strong universal provision alongside targeted intervention and catch-up programs.
- Manage, coach, and develop a team of Literacy Specialists — coordinating their deployment and quality assuring the impact of their school-to-school support through shadowing days and action plan reviews.
- Design and deliver continuous professional development to upskill Literacy Specialists and enhance support quality across the region.
- Build and sustain strong relationships with regional schools across North East London and Essex, driving engagement in funded hub support, audits, and training packages.
- Lead intensive school improvement efforts, collaborating with the Hub Lead to allocate funding and target support effectively.
- Work closely with the Hub Lead and administrative team to gather evaluation data, track milestone targets, and complete all required DfE progress reports on schedule.
- Take ownership of tracking, evaluating, and reporting the Hub's progress against key performance indicators and strategic priorities.

- Communicate regularly with the DfE, other national English Hubs, the Strategic Lead, and Elmhurst Primary School to ensure New Vision English Hub actively contributes to the national programme.

Knowledge and Understanding

- Possess a strong understanding of how children learn to read, including expertise in early phonics, reading interventions, and whole-class fluency strategies to support pupils across all achievement levels.
- Demonstrate a comprehensive understanding of high-quality reading instruction, leveraging evidence-informed strategies to drive school-wide literacy standards and pupil outcomes.

Strategic Leadership

- Build and foster a high-performing team through clear communication, efficient operational systems, and collaborative practice.
- Effectively communicate the aims and achievements of the New Vision English Hub to diverse audiences, including the DfE, Strategic Board, Trust Leadership, and Partner School leaders.
- Lead with integrity and enthusiasm, inspiring and motivating team members while embodying the core values of the hub.

Professional Practice & Self-Management

- Manage your time well to meet tight deadlines and maintain strong momentum.
- Stay motivated and foster a positive, supportive environment for the team.

Safeguarding & Governance

- Uphold the highest standards of pupil safeguarding and welfare across all hub activities.
- Undertake additional strategic duties as reasonably requested by the Strategic Lead or Hub Lead.