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Department
for Education



English Hubs
Jerry Clay English Hub

English Hub Lead Job Description

Salary range: Based on experience

Occupation: Education

Contract type: Up to 3 days per week, term time only- Flexibility applied where needed

Closing date: 21st June 2022

Interviews: as soon as possible on receipt of applications

Jerry Clay Academy is one of 34 schools across the country selected by the DfE to be an English Hub aimed at achieving excellence in literacy. The English Hubs provide high quality insight and advice to enable schools to develop their own excellent practice in teaching reading through systematic synthetic phonics and early language, and encouraging a love of reading among pupils.

The Hub Lead Role will involve:

- providing leadership and management support for the English Hub, ensuring delivery and implementation of the Hub Objectives;
- completing the annual Hub Delivery Plan and liaising with the DfE on progress and delivery;
- liaising with the Strategic Lead, hub Literacy Specialist team and administration team to collate the information needed to meet the deadline for the monthly progress and financial reports to the DfE. Take a lead role reporting progress made by the Hub against the three priority areas;
- maintaining the Hub's management structure and processes and recruiting appropriate staffing to maintain excellence of the English Hub;
- ensuring advocacy and promotion of the English Hub engaging local partners across the region;
- coordinating the work of the English Specialists and overseeing the impact of the school to school support;

- supporting Literacy Specialists to prioritise support required by schools; making decisions collectively on allocated funding and intensive support across the English Hub and building strong relationships with partner schools to ensure the schools deliver the Hub objectives and DfE performance management indicators;
- establishing and maintaining links with a number of schools; supporting them to develop the teaching and learning of phonics; early reading and a love of reading, working with the Hub Strategic Lead;
- organising training and quality assuring the delivery;
- maintaining communications with colleagues from other English Hubs to support other schools and develop Jerry Clay English Hub effectively;
- liaising with the DfE to ensure excellence in delivery.