

English Hubs

The Arch English Hub

Job Description and Person Specification



Role	Arch English Hub Lead
Grade and Range:	Leadership, Points 4 to 6
Accountable to:	Strategic Hub Lead/Hub Governing Board
Date last reviewed:	April 2026

Position Overview

The Hub Lead will provide operational leadership for the English Hub, ensuring the successful delivery of the DfE English Hub programme. They will lead the development and implementation of the annual delivery plan, strengthen partnerships with schools, and champion evidence-based practice in Reading, writing and Language development.

Main Duties

- Ensuring the English Hub makes a significant impact on all schools across the local region, enabling the Arch English Hub to be an example of best practice, achieving exceptional outcomes for all children
- Through challenge and support, ensure on- going exceptional practice and outcomes at All Souls' CE Primary school, the lead school for the English Hub
- Liaising with SSP trainer, if a partner school is having difficulty using their programme
- Ensure partner schools' Summary Actions Plans for training and resources meet the criteria for Fundamentals
- Agree final summary action plans with partner school HTs and inform DfE of partner schools SSP programmes and training dates
- Ensure partner schools commit to the elements in the Partnership Agreement and submit a final signed version, before work commences
- Organise meetings with the partner school HTs and RLs to introduce new challenges
- Meet frequently with Literacy Specialists to reaffirm core messages and actions and check progress of pupils
- QA LS work and reports
- Literacy Specialist work, in the event of staffing issues
- Support the Strategic Lead to track intensive support schools and graduated schools, to meet the KPIs Any other duties as directed by the Strategic Lead.

- 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.
- Supporting schools, where appropriate, with writing of Action Plans; working with the Strategic Hub Lead to identify the termly offer to schools; making decisions collectively on allocated funding and intensive support across the English Hub
- Holding school leaders to account on addressing identified priorities and delivering action plans
- Liaise with the Strategic Hub Lead to collate the information needed to meet the deadlines for progress reports to the DfE
- Take a lead role reporting progress made by the Hub against KPIs of the hub implementation plan
- Maintain communications with colleagues from other English Hubs to support other schools and develop the Arch English Hub effectively
- Where appropriate co-ordinating and delivering CPD to schools. This will be supplemented with a clear understanding of DfE requirements and the challenges schools face
- Support the Strategic Hub Lead to run a nationally recognised programme of English CPD.

General Duties

- Be a positive influence on the climate and culture of the Arch English Hub and be a positive example at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager
- Be aware of and support difference and ensure equal opportunities for all
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Be a flexible and supportive member of the team
- To perform any other task under the reasonable direction of your Line Manager.
- To uphold the Nolan Principles of public life.
- Contribute to the recruitment, selection, appointment and professional development of other staff

Skills / Experience Required

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Qualifications		
Honours degree or equivalent in relevant subject	AF	
Qualified Teacher Status	AF	
Training in at least one DfE validated SSP		AF
Professional qualification or relevant experience		AF/I
SLE designation or similar		AF
Training in early language development		AF
Training in reading for pleasure		AF
NPQSL		AF
NPQH		AF
Experience		
Experience as an exceptional teacher teaching within primary education	AF/I	
School leadership experience, with measurable impact	AF/I	
Experience of managing other teachers and intervention strategies to raise performance	AF/I	
Proven ability of being able to demand ambitious standards for all pupils by instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes whilst overcoming disadvantage and advancing equality.	AF/I	
Experience of safeguarding and additional educational needs and disabilities	AF/I	
Experience of delivering school to school support	AF/I	
Experience of working alongside a range of partners to achieve learning objectives		AF/I
Experience of working with school leadership teams to improve outcomes in English for all children	AF/I	
Experience of SLT/English leadership for schools or across a group of schools	AF/I	
Experience of or ability to manage a budget		AF/I
Provide evidence of leading staff development and training	AF/I	
School improvement experience – influencing and advising Headteachers		AF/I

Qualities		
Experience of leading by example - with integrity, creativity, resilience, and clarity by drawing on your own scholarship, expertise and skills, and that of those around you	AF/I	
A determination to sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development	AF/I	
Able to provide robust challenge and accountability to school leaders	AF/I	
Has the drive, commitment and ability to communicate compellingly the hub's vision, empowering all pupils and staff to excel	AF/I	
Ability to manage own workload and that of a team	AF/I	
Possesses the ability, drive and commitment to coach current and aspiring staff & leaders in a climate where excellence is the standard	AF/I	
Willing to maintain high-quality communication and accountability within an established team structure	AF/I	
A willingness to adopt the Arch English Hub strategy and mission statement	AF/I	
Confident at developing action plans, modelling lessons and team-teaching	AF/I	
Knowledge and Skills		
Ability to communicate effectively with a range of internal and external stakeholders	AF/I	
Excellent literacy, numeracy and IT skills	AF/I	
Knowledge of current EYFS and KS1/2 curriculum	AF/I	
Knowledge of early language and early reading pedagogy	AF/I	
Have knowledge of how to budget financially		AF/I
In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced / Threshold Level	AF/I	
Attributes		
A passion to work in All Souls' CE Primary, developing excellent practice and ensuring exceptional outcomes for every child	I	
Committed to own continuing professional development	AF/I	
Committed to putting children's education first	I	
Other		
Occasional work outside normal working hours - prior notice given	I	
Commitment to travel to national meetings across England to meet with the Department for Education/English Hubs	I	
Ability to travel to all partner schools within region	I	
Ability to drive with clean driving licence	I	