

JOB DESCRIPTION

Post	Deputy English Hub Lead
Grade	PO5
Hours	36 hours per week
Term time pattern	Term-time + 2 weeks
School/Location	Wandle Learning Partnership, proudly part of Wandle Learning Trust. Based at Chesterton Primary School, Battersea Although travel required on occasion to other Trust schools, Partner Schools and other schools within our region.
Reports to	English Hub Lead
Line manages	Early Language and Literacy Specialists (Reception)

Context

The Wandle Learning Partnership (WLP) comprises of:

- Wandle Teaching School Hub (DfE)
- Wandle English Hub (DfE)
- Wandle Early Years Hub (Mayor of London initiative)
- South West London Maths Hub (DfE)
- CPD and school improvement services

all of which share a determined commitment to improving educational outcomes for children and providing professional career and teaching development opportunities for those employed in the field of education.

The Wandle English Hub at Chesterton Primary School is one of just 34 schools nationwide recognised by the Department of Education for their excellence in teaching and learning practice in early reading. The Department for Education designated the Wandle English Hub to support 16 Local Authority Regions in South London in 2018. The hub supports other schools to deliver excellent teaching in reading, age-appropriate Systematic Synthetic Phonics (SSP), early language development and reading for pleasure. Hubs provide intensive support for identified Partner Schools, non-intensive support for schools across the Hub regions, allocated resourcing for eligible schools for appropriate phonics training and resources.

Main Purpose of the Job

- To support the Hub Lead in ensuring the successful leadership, delivery and growth of the English Hub at Wandle Learning Partnership.
- To lead the implementation, delivery and quality assurance of the Early Language and Literacy programme across the hub region, ensuring high-quality support that improves outcomes for all children, particularly those most at risk of falling behind.
- To play a key leadership role in ensuring that Wandle Learning Partnership delivers exceptional professional development, coaching and system leadership that has a demonstrable impact on early language, early reading and literacy outcomes.

Main Responsibilities

1. Leadership and Management

- Support the Hub Lead with the leadership, delivery and ongoing development of the English Hub.
- Lead the planning, delivery and evaluation of the Early Language and Literacy programme across the hub region.
- Lead, support and develop Early Language and Literacy Specialists through coaching, training and quality assurance, ensuring alignment with hub priorities.
- Work with the Hub Lead to recruit, appoint and train Early Language and Literacy Specialists.
- Work with the Hub Lead to ensure the programme supports the schools and settings where it will have the greatest impact, particularly those serving disadvantaged communities.
- Identify development needs within the Early Language and Literacy Specialist team and support their professional growth to ensure high-quality delivery.
- Deploy Early Language and Literacy Specialists effectively to maximise impact and ensure fair access to support.
- Ensure accurate records are maintained for school engagement, programme participation and resource allocation.
- Monitor programme impact, identifying strengths, areas for improvement and opportunities to extend reach and effectiveness.
- Oversee support for schools to access resources in line with DfE criteria.
- Ensure Early Language and Literacy support aligns with wider English Hub priorities, including phonics, fluency, language development and reading for pleasure.

2. Strategic boards and partnerships

- Support the Hub Lead in maintaining a strategic overview of early language, early reading and literacy development across the hub region.
- Develop and maintain strong relationships with key partners including Local Authorities, Teaching School Hubs, Multi-Academy Trusts, RISE Teams, dioceses and other regional stakeholders.
- Represent the English Hub in meetings, networks and partnership forums as appropriate.

- Attend all Strategic Board Meetings

3. Delivery of Intensive and non-intensive support across WEH region

- Support the planning, coordination and delivery of high-quality training, events and professional development for schools (Medium Level Support).
- Leading and monitoring support of Early Language and Literacy Partner Schools
- Work with the Hub Lead to select and recruit future Early Language and Literacy Partner Schools
- Monitor the support and progress of Early Language and Literacy Partner Schools
- Provide a graduate training programme for all graduated Early Language and Literacy Partner Schools
- Support the Hub Lead in overseeing the delivery of the DfE Central Medium Level Support programme across the region

4. Planning, monitoring and evaluation

- Support annual programme planning, including delivery timelines, staffing and resource allocation.
- Monitor programme implementation, ensuring fidelity, quality and impact.
- Support data collection, analysis and reporting processes to demonstrate programme effectiveness.
- Contribute to the production of high-quality programme plans, impact reports and strategic documents.
- Support preparation for Programme Review Meetings (PRMs) and DfE reporting requirements.
- Ensure accurate and timely submission of data and programme information.

5. Communication, engagement, and recruitment

- Act as a key representative of the English Hub, promoting its vision, values and priorities.
- Communicate effectively and build relationships with schools, partners and stakeholders to ensure clarity, engagement and strong programme participation.
- Support recruitment and engagement of schools into hub programmes and initiatives.
- Promote evidence-informed practice in early language, early reading and literacy.
- Manage the deployment of the Early Language and Literacy Specialist team

6. Finance and data management

- Support the Hub Lead in ensuring effective and efficient use of programme funding and resources.
- Maintain accurate records relating to programme participation and resource allocation.

- Oversee the payments made to Early Language and Literacy Specialists and schools
- Quality assure accurate data submission monthly reports to DfE

7. General Responsibilities

- To respect the sensitive nature of some of WLP's activities and maintain confidentiality
- To set own targets and prioritise work effectively
- To maintain high professional standards of attendance, punctuality, appearance and conduct, acting as a positive representative for the Wandle Learning Trust and Wandle Learning Partnership
- To ensure compliance with Data Protection and GDPR legislation
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people, as this applies to this role within the organisation
- To be aware of the principles of safeguarding as they apply to vulnerable adults
- To comply with health and safety policies at all times, ensuring issues are raised or reported as required
- To be aware of and support difference and ensure equal opportunities for all
- To ensure that WLT finance and HR policies are followed at all times
- To comply with the Trust's Equalities, Diversity and Inclusion policy, as well as all other relevant Trust policies and procedures, at all times.
- To carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times.
- To present a consistently positive image of the Trust and uphold public trust and confidence.
- To undertake any other duties required that are commensurate with the pay and purpose of your role.

Safeguarding

To have due regard for, and demonstrate a commitment to, the safeguarding and promotion of the welfare of children and young people.

To follow and adhere to the Trust's safeguarding policy, the Department for Education's statutory guidance 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children.

To maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, exercising sound professional judgment which always focuses upon the best interests of the students and the school.

To ensure that your line manager is made aware, and kept fully informed, of any concerns which you may have in relation to safeguarding and/or child protection.

Special Conditions of Service:

This post is exempt from the Rehabilitation of Offenders Act 1974. It is a requirement of your employment that you inform the Employer immediately if at any time during your employment you: are charged or convicted of any criminal offences; or are in receipt of any indictments or police cautions; or are provisionally or permanently placed on the Children’s Barred or Adults’ Barred List (if applicable) administered by the DBS. Any such information disclosed to the Employer will be processed in accordance with the Data Protection Act 2018. Failure to notify the Employer of any such charges, convictions, indictments or cautions may result in disciplinary action against you up to and including summary dismissal for gross misconduct.

You are required to visit and work at different schools and sites within the Trust and the English Hub region, as needed, for the better performance of your duties.

You may be required to occasionally work outside of normal working hours on occasion (e.g. to attend trustee meetings, etc.) with due notice

PERSON SPECIFICATION

Deputy English Hub Lead

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	Y	
Qualified Teaching Status	Y	
Relevant postgraduate degree or NPQ		Y
Experience		
Proven success in teaching and leading early language and early reading, particularly in EYFS and KS1	Y	
Experience of improving literacy outcomes and driving school improvement	Y	
Experience of working with senior teams	Y	
Experience of developing partnerships with other external organisations	Y	

Experience of coaching, mentoring or developing teachers or leaders	Y	
Experience of delivering high-quality professional development	Y	
Experience of using assessment and data to inform improvement	Y	
Experience of working beyond own school to support literacy outcomes	Y	
Experience of working with external partners such as MATs, Local Authorities or Teaching School Hubs		Y
Knowledge and Understanding		
Ability to use Microsoft Office Suite, including Word and Excel	Y	
Strong knowledge of early language development and systematic synthetic phonics	Y	
Strong understanding of effective teaching, coaching and professional development	Y	
Knowledge of national priorities relating to early reading and English Hubs	Y	
Skills and Abilities		
Ability to use data to monitor impact and drive improvement	Y	
Ability to deliver high quality training online and in person	Y	
Evidence of strong writing skills	Y	
Passion for early language, literacy and reading		
A proactive and positive attitude	Y	
Ability to build strong professional relationships and work collaboratively	Y	
Highly organised, professional and able to work independently	Y	
Ability to demonstrate high standards of literacy, numeracy and accuracy	Y	
Effective leadership skills including motivating and inspiring staff to achieve targets	Y	
Have excellent interpersonal skills and be able to communicate effectively at all levels	Y	
Ability to show sensitivity and objectivity in dealing with confidential issues	Y	

Date Reviewed: February 2026