



Achieving excellence together

The Great Heights Academy Trust strives to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.



Providing a stronger, broader 2-18 trust offer in West Yorkshire

Hub Lead

CANDIDATE INFORMATION PACK



► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

► Our Vision and Values Statement

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Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



GREAT HEIGHTS
ACADEMY TRUST

Achieving excellence together



BOWLING GREEN
ACADEMY



CARLINGHOW
ACADEMY



COLNE VALLEY
HIGH SCHOOL



MARSDEN
JUNIOR SCHOOL



NIELDS
ACADEMY



RAYNVILLE
ACADEMY



THE GREETLAND
ACADEMY



THE MIRFIELD
FREE GRAMMAR



WEST VALE
ACADEMY

English Hubs

Teamworks English Hub
@ The Greetland Academy



Great Heights
Research School
West Yorkshire

Supported by the Education Endowment Foundation



AA Teamworks
WEST YORKSHIRE SCITT



Position:	Hub Lead
Department:	English Hub
Pay Range:	L4 – L6
Hours of work:	Full time
Responsible to:	Strategic Lead

Prime Objective of the Post:

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.

Statutory Requirements:

- This job description reflects the standards built upon the [Teaching Standards](#) which apply to all teachers and also the current [Headteacher' Standards](#).
- It is aligned to the [School Teacher's Pay and Conditions](#), set out in the statutory guidance.

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the Trust.
- To contribute to the delivery and assurance of the MAT, offers current and future.
- To ensure all Trust systems, processes and procedures are adhered to as requested from the Trust post holders and Trust Board.

Main Purpose of the role:

Effective Management of the English Hub:

- To ensure all Trust systems, processes and procedures are adhered to as requested from the Trust post holders and Trust Board
- Line manage the Primary LS Team
- Support the delivery team with training needs
- Monitoring of the Hub implementation plan
- Support the submission of DfE annex reports
- Attendance at Hub National Events
- Seeking and supporting with other opportunities to promote our Hub projects with the DfE

**Engage with Schools and Local Partners:**

- Continue to develop partnerships across our areas
- Collaborate with other Hubs and relevant local delivery partners, to support implementation
- Working with the Hub cluster network

Maintain Excellence in Teaching and Learning at The Greetland Academy and Literacy Specialist Team:

- Liaise with the Principal and other senior leaders at school, about their phonics data and GLD data
- Ensure Hub development money is effectively spent to benefit the school
- Working with the Hub cluster network
- Support the delivery of lessons to pupils when required

Deliver Non-intensive Support to Schools:

- Organise and deliver on showcases/conferences
- Carry out audits

Deliver Intensive Support to Partner Schools:

- 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.

General:

- To uphold the Nolan Principles of public life.
- To further support the climate for learning, improve the academy's ethos and develop further the merging culture of achievement and high expectation.
- Contribute to the recruitment, selection, appointment and professional development of other staff.



- Develop effective working relationships and consistent track record with schools, partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To efficiently manage the staffing, physical and financial resources providing reports as requested.
- To fully participate in CPD and appraisal activities.

The postholder will be required to undertake any professional duties, as required

This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

Ensure that the child protection and safeguarding policies and procedures adopted by the Trust are implemented and followed by all staff.

Safeguarding:

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties, as set out in the foregoing.



Person Specification – Hub Lead

Qualifications and Training	E	D	I
Qualified teacher status (QTS).	✓		A
Full driving licence.	✓		A
Leadership qualification (NPQSL/NPQH).		✓	A
Experience	E	D	I
Proven track record improving outcomes at whole school or multi school level.	✓		A/I/R
Successful experience as a senior leader, with responsibility for strategic planning, team leadership and quality assurance.	✓		A/I/R
Significant experience leading high-quality CPD.	✓		A/I/R
Experience working with external stakeholders, schools, MATs or national programmes.	✓		A/I/R

Knowledge and Skills	E	D	I
Extensive knowledge of early reading, phonics and language development, including the science of reading and DfE Reading Framework.	✓		A/I/E
Strong analytics skills, with experience of using data to drive improvement.	✓		A/I/R
Exceptional communication, interpersonal, and coaching skills.	✓		A/I/E
Ability to lead, inspire and manage a team with performance driven culture.	✓		A/I/R
Personal Qualities			
Able to build strong professional relationships, grounded in trust and capability.	✓		A/I/R
Committed to a nurturing, supportive leadership approach, that empowers others,	✓		A/I/R
High expectations and professional integrity.	✓		A/I/R
Passionate about improving early reading outcomes for all children.	✓		A/I/R



Reasons to work at Great Heights Academy Trust



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

