

Primary PGCE

The roles and responsibilities of the hub school and hub lead

Within the core primary PGCE programme a cluster of partner schools is established to host and support a group of trainees throughout their PGCE school learning and placements. Each 'cluster' of schools, grouped predominantly by geographical location, requires a nominated lead school, known as the 'hub' school. By becoming the hub school, you are agreeing to support the primary PGCE curriculum and the running of the cluster alongside the nominated university tutor(s).

The role of the hub school is:

1. To nominate a hub lead or coordinator, normally a senior leader or very experienced teacher, who will be the main point of contact between the cluster, the university tutor and university administrative team (see below for the roles and responsibilities of the hub lead)
2. Support the implementation, monitoring and quality of provision within the school based elements of the curriculum across the cluster.
3. To support and uphold the aims and Core Content Framework (CCF) expectations across the cluster in order to ensure the trainees get their training and curriculum entitlement.
4. To help support, maintain and expand the cluster of schools in order to facilitate adequate placements for the cluster of PGCE trainees at each placement point.
5. To lead the cluster by example by offering regular placements for trainees.

The nominated hub lead will:

- assist in the administration and organisation of the cluster. This includes setting up and finding locations for cluster meetings; disseminating meeting agendas and related paperwork to partners;
- arrange minute taking at the cluster meetings and send minutes to the university tutor and school partners shortly after the meeting;
- liaise with the professional tutor(s) to understand any changes to the course, placement and receive feedback about the cluster, partners and trainees, sharing this with partners as required;
- liaise with partners to secure placements and, where needed, seek out and contact new schools in order to ensure that all trainees, typically between 12 and 14, are placed for each teaching placement;
- support the university staff in ensuring that partner schools adhere to their responsibilities, as agreed by signing the partnership agreement.
- manage correspondence and reporting to the University and ensuring representation at consultation groups such as the Primary Partnership Committee.

The hub school will receive payment of £1000 per academic year for undertaking all responsibilities associated with this role as outlined above. This will be paid in two installments during the academic year. Please contact teachereducation@manchester.ac.uk for more details of this process and timelines.

School hub to complete:

We, _____ school, agree to undertake the roles and responsibilities of hub school for The University of Manchester for the _____ cluster for 2021-2022.

The named lead for the hub will be _____

Lead email _____

Headteacher signed _____ Date _____