



A week in the life of a Programme Lead

Our Programme Leads work directly with School Leads, Oracy Champions and decision makers in our Voice 21 Oracy Schools, supporting them to implement a high quality oracy education in their settings over time. The role of the Programme Lead is diverse and wide-ranging: every day (and every week) is different. This is what makes the role interesting and dynamic.

Our Programmes Team is a hub of oracy expertise, and our friendly Programme Leads have all taught within the UK's education system. Our expertise and experience give us credibility when influencing teachers and leaders to make purposeful, sustained changes to pedagogy and practice through oracy. We are driven to contribute to systemic change in order to empower every child to use their voice for success in school and life

The role of the Programme Lead is predominantly programme and content delivery, but the role also includes personal and organisational development.

Content delivery

Programme Leads spend time engaging with a wide range of audiences, be that 1:1 or with larger groups. Within a typical week, a Programme Lead can expect to interact with Teachers, Headteachers, Trust Leads, Governors and support staff, each with a varying knowledge of oracy. Being adaptable is key: we respond to the varying needs of our audiences, and we facilitate supportive and developmental conversations.

All Programme Leads are responsible for the following:

- Preparing for and delivering Development Days, which immerse School Leads and Oracy Champions in the core learning from each of our Programmes, developing their expertise as leaders of oracy in their settings;
- Preparing for and delivering Oracy Consultancy sessions, designed to support schools to implement what they see on Development Days within their settings. Programme Leads draw on their oracy expertise, tailoring strategies to meet the needs of the unique contexts of each school. The three types of consultancy that we offer are:
 - Online Consultancy - for each school who is new to Voice 21, we offer three online consultancy calls throughout the year.
 - In-School Consultancy - Voice 21 Oracy Schools in their second year and beyond receive one school visit per year.



- Group Consultancy - Voice 21 Oracy Schools who choose to join as a group or cluster have oracy consultancy together in small groups of between 2-5 schools to work on shared oracy priorities.

Additional delivery commitments might include:

- Short Courses - live and online, typically running for 90 minutes
- External Speaking Events - these can be in-person or online webinars for non-member audiences, supporting the Growth Team at Voice 21.
- Ask an expert - schools submit specific oracy questions and are put in touch with a Programme Lead who has specialised knowledge in this area.
- Webinars, such as 'Talk on Tuesday Live' - short developmental sessions designed to provoke discussion, usually with an invited guest speaker.
- 'The Great Oracy Exhibition' and 'The Speaking Summit' - these large-scale events are held annually to celebrate the work and achievements of Voice 21 Oracy Schools. Programme Leads are invited to facilitate or lead sessions.

Personal and organisational development

In addition to our delivery commitments, being a Programme Lead also means developing personal expertise and contributing to wider development at Voice 21.

Non-delivery commitments might include:

- Administrative work associated with managing an individual allocation of programme delivery which includes (but is not limited to): setting up meetings with allocated schools, planning consultancy and delivery commitments across the year, sending follow-up notes via email to schools to capture key learning and actions from consultancy, planning travel routes, booking travel and accommodation (when needed), and logging expenses;
- Building expertise through personal research or actively shadowing other members of the team;
- Being part of the Voice 21 [Oracy Centres of Excellence](#) review team;
- Collating school stories and experiences to share best practice;
- Contributing to retrospectives to make small improvements to Products, Programmes and Delivery;
- Creating or adapting content to support the Product Team;
- Participating in research projects and working collaboratively with the Learning, Impact and Innovation Team;
- Leading project collaborations or working in partnership with external organisations;
- Writing opportunities, such as writing a blog for our member schools about a specific area of interest, or contributing to our journal, [The Talking Point](#).

Examples of typical weeks as a Programme Lead at Voice 21:

	Monday	Tuesday	Wednesday	Thursday	Friday
Example 1	Admin time Programmes Team Meeting Voice 21 Whole Org Meeting Delivery preparation	Travel time Programme Development Day (all day) Travel time	Consultancy preparation Online oracy consultations and follow-up emails Short Course Delivery (90 minutes online)	Travel time Programme Development Day (all day) Travel time	Line management check-in Consultancy preparation Online oracy consultations and follow-up emails Travel planning and booking
Example 2	Admin time Programmes Team Meeting Consultancy preparation Voice 21 Whole Org Meeting Travel time and overnight stay	Travel time External Speaking Event (all day) Travel time	Travel time In-School Oracy Consultancy (all day) Travel time Follow-up email	Travel time In-School Oracy Consultancy (all day) Travel time Follow-up email	Admin and Log expenses Online oracy consultations and follow-up emails Next week preparation Additional project time