

Origin Maths Hub Project Manager

(Lead School: Tudor Grange Academy Solihull)

Origin Maths Hub would like to invite applications from enthusiastic and engaging individuals for the post of **Maths Hub Project Manager**.

Reporting to the Maths Hub Lead, the main purpose of the role is to work as part of the Leadership and Management Team of the Hub to effectively **manage** the provision of mathematics professional and school development opportunities across Solihull, Coventry and Warwickshire.

The ideal candidate will be ambitious and have high-level management skills; and be able to take initiative and responsibility with regards to the Origin Maths Hub programme. This will include short-term and long-term planning, solving complex problems, budgetary control and decision-making with regards to projects and policy - receiving direction in terms of generic objectives. The Maths Hub Project Manager will have line management responsibilities for the Maths Hub Co-ordinator and Administrator(s).

Excellent attention to detail, communication skills, ICT skills, passion and vision are essential for this role.

This is a unique opportunity to work for Origin Maths Hub (Lead School Tudor Grange Academy Solihull), in an operational role created due to success and expansion of the Hub. The office base for this role will be Tudor Grange Academy Solihull.

Contract: 37 hours per week (8am-4pm Monday-Thursday and 8am-3:30pm Friday), term-time only plus one additional week (40 weeks per year).

Some flexibility with these hours may be possible/required; this will be discussed at interview.

All posts in the Maths Hub are subject to the continuation of funding for the Maths Hubs programme. We operate under the expectation of funding continuing until at least 2026.

Salary Scale: Tudor Grange Pay Policy Scale PO2 (NJC Scale SCP 32-35). Actual Salary: £35,912 term time plus 1 week (full-time equivalent salary £40,221)

Start date: as soon as possible.

Closing date for applications: Monday 30th September 2024 at midnight

Interviews will take place in the week beginning Monday 7th October 2024.

Information about Origin Maths Hub

This role provides a unique opportunity for the right candidate to develop their operational management skills and engage in system leadership, in an operational role created due to success and expansion of the Origin Maths Hub.

Origin Maths Hub is one of the 40 national Maths Hubs in England, funded by the Department for Education and coordinated by the National Centre for Excellence in the Teaching of Mathematics (NCETM). The Maths Hub is made up of a partnership of schools, colleges and other organisations, working together to develop and spread excellent practice in mathematics education, for the benefit of all students, teachers and schools in Solihull, Coventry and Warwickshire.

Local Leaders of Maths Education working with the Maths Hub run approximately 100 different cohorts/Work Groups around approximately 30 project areas each year, enabling teachers and schools to work collaboratively on specific aims relating to mathematics education. Last academic year approximately 360 state-funded schools in Solihull, Coventry and Warwickshire engaged with Origin Maths Hub on at least one of these projects; and we anticipate this number growing this year.

We are passionate about providing support for teachers and schools that can help to improve the mathematics experience and outcomes for learners, from early years to post 16. Origin Maths Hub benefits from a supportive and driven Maths Hub Leadership and Management Team, the commitment of the Local Leaders of Maths Education and partner schools, colleges and organisations, and the wider support from the NCETM and the national Maths Hub Programme.

Tudor Grange Academy Solihull (the Lead School for Origin Maths Hub) is an outstanding 11-18 comprehensive school situated in South Solihull in the West Midlands. We are also a designated National Teaching School Hub, which means our staff have access to excellent opportunities to flourish, develop and facilitate courses for other professionals. We offer a caring and supportive work environment, with well-being at its core.

Responsibilities and Job Description

The Origin Maths Hub Project Manager will have overall responsibility for:

- Management of the operational support of the Maths Hub Leadership and Management Team, Local Leaders of Maths Education and Hub activity participants, to include:
 - developing, communicating, implementing and evaluating clear and effective processes and systems (receiving direction only in terms of generic objectives);
 - ensuring completion of workstreams by deadlines;
 - supporting with (internal and external) recruitment and sustained engagement of all stakeholders;
 - decision making and solving complex or unusual problems when they arise, using own initiative and understanding of the Maths Hub values and generic objectives.

- Management, collation and ongoing analysis of all data required within the programme, to include:
 - monitoring timelines and planning to ensure all submission/reporting deadlines are met to a high standard (including validating and analysing data as required);
 - continual evaluation and sharing of the impact of programmes;
 - monitoring and ensuring data accuracy;
 - creating and communicating timely reports and paperwork appropriate for different stakeholders, synthesising data in different platforms and formats (including to the Maths Hub Leadership and Management Team and the Strategic Board);
 - modelling and planning for future capacity and work of the Hub;
 - identifying and analysing trends within data and communicating these to the Maths Hub Leadership and Management Team;
 - using own initiative to take appropriate actions in response to data.

- Management of Origin Maths Hub calendar and events, to include:
 - independently creating and implementing effective systems for the scheduling and

operational delivery of all events (including logistical arrangements, promotion, invitations, reminders, producing associated documents);

- ensuring, monitoring and evaluating high attendance, engagement and impact;
 - ensuring, monitoring and evaluating high levels of feedback;
 - being responsible for making operational decisions where unusual or complex situations arise, in line with Origin Maths Hub objectives, policy and values;
 - planning for and delivering presentations at events, as required.
- Management of communications strategies and processes – internal (with the Maths Hub Leadership and Management Team, Local Leaders of Maths Education and Hub activity participants) and external (with schools, partners and stakeholders) – to include:
 - managing email inboxes and online communities;
 - developing, communicating, implementing and evaluating communications strategy;
 - managing the Maths Hub website, production of newsletters and social media content;
 - quality assurance of communications to ensure high accuracy, content in line with Origin Maths Hub objectives and policy, and tone in line with Origin Maths Hub values;
 - planning for and delivering presentations at events, as required.
 - Management of finances and budgets, to include:
 - being responsible for financial decision-making and reporting;
 - monitoring financial plans, expenditure and processes for payments, ensuring that these are accurate, effective and efficient;
 - producing and communicating all service level/financial agreements.
 - Partnership working in relevant responsibility areas - with other Maths Hubs, the National Centre for Excellence in the Teaching of Mathematics (NCETM), the Department for Education and other stakeholders - to include:
 - building effective relationships and ensuring excellent two-way dialogue and communication with all local stakeholders and schools;
 - participating in national forums and online communities;
 - working with other local Maths Hubs' operational management teams to promote clear support across the region;
 - working with NCETM team members and the NCETM Operations Team;
 - liaising with the DfE as required, including regarding audit and evaluation requirements.
 - Line management of the Maths Hub Co-ordinator and Administrator(s), and deputising for the Maths Hub Lead when required.

Other general activities will include:

- Attending and presenting at meetings as required.
- Contributing to the overall ethos, work and aims of the Origin Maths Hub.
- Complying with and contributing to the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection – reporting concerns to an appropriate person if required.
- Maintaining confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

- Being aware of and supporting differences to ensure equal opportunities for all.

The duties of this post may vary from time to time, without changing the general character of the post or level of responsibility entailed.

How to Apply

To apply for this role, please complete the application form and personal statement using the link on MyNewTerm.

In the personal statement section, please ensure that you outline your relevant experience and ideas in relation to the role description.

If you have any queries, please email Emma Penn: epenn@solihull.tgacademy.org.uk

Start date: as soon as possible.

Closing date for applications: Monday 30th September 2024 at midnight.

Interviews will take place in the week beginning Monday 7th October 2024.