**Job Description**

**Post Title: Maths Hub Lead**

**Location: George Spencer Academy**

**Salary/Pay Range: Leadership Scale L13-L17**

**Hours of work: Part Time 2-3 days per week depending on experience, contract to be renewal annually subject to funding from NCETM for the role**

**Reporting to: Senior Leadership Link for the East Midlands West Maths Hub**

**Purpose of Role**

The purpose of this role is to provide mathematical and organisational leadership for the work of the Maths Hub, including planning, monitoring, and evaluating Maths Hub activity, leading the MHLM team, and working closely with the NCETM.

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Main Duties and Responsibilities**

Specific responsibilities include:

**Leadership and Management Team**

* Establishing a shared vision for mathematics teaching and leadership within schools
* Leading MHLM team and ensuring shared strategic direction and goals including line managing and quality assuring MHLM team
* Appointing MHLM team members, in conjunction with SLL, with a clear focus on succession planning including for the administration function
* Reporting regularly to SLL and Lead School leadership team/ internal governance
* Leading team meetings and sub-meetings and identifying development needs of the MHLM team and discussing the needs of key members of the team with the SLL

**Strategic boards and partnerships**

* Maintaining a strategic view of maths teaching in the hub area
* Liaising with local stakeholders including TSC, LAs and the DFE RDD office
* Developing and maintaining relationships with key partners including Teaching School Hubs and MATs
* Acting as a link to regional networks and system leaders (e.g., NLE, MATs, LAs)
* Attending all Strategic Board Meetings and reporting to the Strategic Board as required including using HPR reports

**Local Leaders of Mathematics Education (LLME)**

* Identifying and engaging potential LLME in conjunction with the leadership team followed by appointing LLME
* Coordinating the hub’s LLME strategy and co-leading the LLME community

**Planning, monitoring and evaluation**

* Planning for each annual cycle, including financial planning
* Identifying and supporting the planning of Research and Innovation Work Groups to ensure production of high quality WG/programme/community plans
* Leading on monitoring and reporting on Maths Hub progress including attending all PRMs and reporting on MH progress to NCETM at PRMs
* Evaluating work and sharing impact
* Working with the AMHL to quality assure work of WGLs/Cohort Leads including visits
* Quality assuring, together with the SLL, the regular Hub Progress Reports required by the NCETM/DFE
* Quality assuring, together with the SLL, the annual report at the required date

**Communication, engagement, and recruitment**

* Being the public face of the Maths Hub, communicating aims, vision and ambition of the Maths Hub, thus demonstrating mathematical leadership
* Encouraging MHLM team and all LLMEs to be part of national mathematics conversations and keeping up to date with new developments
* Ensuring a consistent message with regards to teaching for mastery
* Overseeing recruitment to all Maths Hub activity
* Working with AMHLs in targeted recruitment activity and ensuring sustained participation and speaking at engagement events including Primary Heads, HODs, MATS etc.

**Finance and data management**

* Overseeing an accurate budget for Maths Hub ensuring value for money of activities
* Quality assuring accurate data submission within MHPod

**Working with Maths Hub Network, NCETM and DFE**

* Liaising with NCETM
* Actively participating in the MHL Basecamp
* Working closely with the NCETM Regional Lead and attending Maths Hub Lead Forums
* Acting as an MHL Link within a Project Co-ordination Team (if in post for more than one year)
* Enabling effective collaboration between neighbouring hubs in region whilst keeping up to date with national developments and issues
* Representing the hub and/or MHN at national forums, workshops and other events as required and ensuring that the hub actively contributes to Maths Hub Council discussions through the regional representative

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience** | | |
| Holds QTS  Expert practitioner with a strong track record of effective mathematics teaching  Significant successful experience as a subject leader for mathematics  Experienced in leading work beyond his/her own school/college and is skilled at leading collaborative activity  Good understanding of current developments, research, and issues in the fields of mathematics education and professional development  Deep understanding of what constitutes effective teaching and learning in mathematics and the ability and confidence to communicate this  Demonstrates a strong commitment and motivation for taking on a system leadership role in mathematics  Deep understanding of, and significant experience in, leading professional development (and willing to undertake the NCETM PD Lead Accreditation if not already held)  Successful track record of building, facilitating, and evaluating partnerships and networks  Experience of an Assistant Maths Hub Lead role and/or leading Maths Hub Work Groups  Additional status, e.g. Mathematics SLE/PD Lead | \*  \*  \*  \*  \*  \*  \*  \* | \*  \*  \* |
| **Knowledge and skills** | | |
| Ability to use data to drive improvement  Strongly developed organisational skills  Experience of managing people and resources  Ability to prioritise own work to meet deadlines and ensure most effective use of time  Ability to reflect on own practice, critically evaluate and plan strategically for improvement  Experience of securing effective professional development for oneself and others  Ability to think on feet, work on own initiative and find solutions to problems  Good interpersonal skills with strong two-way communication  Ability to inspire and motivate others  Ability to work as a member of a team, make decisions, implement them and be accountable | \*  \*  \*  \*  \*  \*  \*  \*  \*  \* |  |
| **Personal qualities** | | |
| Excellent interpersonal skills with the ability to maintain strict confidentiality  Energy and enthusiasm, friendly and positive attitude  A diplomatic and patient approach  Initiative and ability to prioritise own work and that of others to meet deadlines  Efficient and meticulous in organisation  Able to follow direction and work in collaboration with the Maths Hub Leadership and Management team  Able to work flexibly, adopt a hands-on approach and respond to unplanned situations  A commitment to on-going personal development and willingness to undertake appropriate training  Good record of attendance and punctuality  Commitment to the highest standards of child protection and safeguarding  Recognition of the importance of personal responsibility for health and safety  Not barred from working with children  Commitment to the Trust’s ethos, aims and whole community. | **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\*** |  |