

## JOB DESCRIPTION

Role Title	Reports to
Assistant Maths Hub Lead (Primary)	Maths Hub Lead

### PURPOSE

Work alongside the Maths Hub Lead to provide oversight of the professional development programmes in the primary phase across the Maths Hub's area, by leading, developing, and providing expertise for, this aspect of the hub's work. The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Maths Hub reserves the right to alter this job description at any time.

### PRINCIPAL ACCOUNTABILITIES

#### Leadership and Management Team

- Working with the Maths Hub Leadership and Management team to plan how to address the strategic goal for primary schools
- Participating in Maths Hub Leadership and Management team meetings
- Regularly updating Maths Hub Lead on work progress
- Liaising closely with primary Headteacher Advocates

#### Strategic boards and partnership

- Identifying leading Teaching for Mastery schools as potential influencers
- Reporting to Strategic board as required

#### Local leaders of mathematics education

- Providing support to Mastery Specialists and other Work Group Leads through identifying need, planning, facilitating, and evaluating professional development
- Working with Maths Hub Lead to identify, recruit and appoint future Mastery Specialists and other primary LLME
- Nurturing relationships with Mastery Specialist schools, especially Headteachers to secure sustained commitment to Teaching for Mastery
- Supporting Mastery Specialists during the development years of their training, including reviewing gap tasks, completion of the Professional Development Lead accreditation.
- Supporting Mastery Specialists when they are acting as Work Group Leads including strategies for supporting the Professional Development of other teachers and supporting developments in other schools
- Having knowledge of other Work Groups and the work of other Local Leaders of Maths Education

#### Planning, monitoring and evaluation

- Overseeing and co-ordinating the work of Mastery Specialists and Primary Work Group Leads and quality assuring Work Groups
- Managing the deployment of the Mastery Specialist team and Primary Work Group Leads
- Co-ordinating progress reports from Mastery Specialists and Work Group Leads
- Planning for developments within primary provision
- Monitoring school visit notes and session evaluations to support quality delivery
- Participating in Primary phase peer review process
- Supporting all specialists and other Local Leaders of Maths Education through the evaluation process

### Communication, engagement, and recruitment

- Working with school leaders to ensure sustained participation in the Maths Hub offer
- Identifying schools suitable for participation
- Working with Maths Hub Lead to recruit and retain Work Group schools
- Communicating with and influencing Headteachers, to consider Teaching for Mastery best practices as we move into a more embedding and sustaining model

### Finance and data management

- Having an understanding and knowledge of the payments made to Local Leaders of Maths Education and schools
- Ensuring there are clear procedures communicated and implemented related to teacher release grants

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

- Actively engaging in appropriate Maths Hub Leadership and Management team member forums and other online communities
- Collaborating with other AMHL (Primary) across network, especially with neighbouring hubs
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Support a positive culture throughout the organisation and adopt behaviours that exemplify the Maths Hub culture
- Encourage the development of productive and collaborative working relationships with all points of contact
- The post holder will be required to undertake other duties and any reasonable instructions given by the Maths Hub Lead.

## Person Specification

Essential
Qualified Teacher Status with a minimum of five years teaching primary mathematics
Successful leadership experience of maths within an educational setting
Deep understanding and passion and enthusiasm for teaching for mastery
Ability to lead and work collaboratively with others
Successful track record of working effectively with other professionals across a group of schools
Excellent communication and interpersonal skills
Understanding of what constitutes effective teaching and learning in mathematics and the ability and confidence to communicate this
Good understanding of, and significant experience in, leading professional development (and willing to undertake the NCETM PD Lead Accreditation if not already held)
Ability to motivate self and others to achieve change whilst exercising diplomacy, patience and empathy
Desirable
Additional Status, e.g. Mathematics SLE/PD Lead
Current/former Primary Mastery Specialist