



MATHSHUBS

ENIGMA

ASSISTANT MATHS HUB LEAD - SECONDARY APPLICATION PACK

INTRODUCTION

The Enigma Maths Hub is one of a network of 40 Maths Hubs in England, supported by the Department for Education, and coordinated by the National Centre for Excellence in Teaching of Mathematics, committed to improving maths education for all students.

We provide DfE funded professional development for schools in Milton Keynes, Bedford, Central Bedfordshire, West Northamptonshire, Luton and Aylesbury Vale. Through collaboration and innovation, we strive to achieve excellence in maths teaching and learning, fostering a future where every student can succeed in mathematics.

THE ROLE

We are seeking a dynamic and dedicated Secondary Assistant Maths Hub Lead, with a passion for mathematics education and a commitment to excellence, to join our team. This pivotal role focuses on leadership, and development of the teaching for mastery approaches. You will be working alongside our existing Secondary AMHL to shape mathematics development and to play a central role in strengthening the teaching and learning in secondary schools across the region.

We have a vision to empower schools by providing specialist, collaborative support and action-based research to improve the enjoyment, engagement and achievement in mathematics for all. You will play a key role in the strategic planning of our hub's work, developing a clear overview of local priorities and ensuring our programmes respond meaningfully to the needs of schools across the region.

The main role is to co-ordinate the planning, monitoring, and evaluation of secondary opportunities. This includes contributing to the strategic view of the Maths Hub Lead, supporting the secondary LLME and facilitating effective communication with system partners and schools across the region to ensure the successful implementation and development of the Maths Hub's strategic plan.

KEY RESPONSIBILITIES:

- Proactively reaching out and building strong relationships with headteachers and heads of department to gain a deep understanding of each school's context and connect them with opportunities to meet their needs.
- Sustaining relationships with schools already engaged with the hub.
- Strategically planning for the vision and direction of the secondary offer, taking into account local need.
- Networking with key stakeholders to raise awareness of the offer of the hub.
- Support the LLME in delivering quality work groups.
- Gathering evidence of impact of working with the hub.

PERSONAL QUALITIES:

- A passion for maths and a fundamental belief that all pupils can enjoy and achieve in maths.
- Credible practitioner with strong professional presence.
- Reflective, research-informed and dedicated to ongoing professional growth.
- Collaborative, inclusive and supportive leadership style.
- Organised, proactive and resilient.
- Experienced in working with people beyond own setting.

TIME COMMITMENT

This post is offered as a secondment for up to 57 days across the academic year in 2026/27 at an agreed day rate. The deployment of time will be agreed through discussion, for example, this might be organised as 1.5 days each week, or it might be organised as more concentrated blocks of time, based on the needs of the Maths Hub, and to accommodate the needs of the school. For an independent candidate, a suitable daily rate will be paid.

HOW TO APPLY

Applicants should discuss the role with their headteacher and complete the application form.

Shortlisted candidates will then be invited to an interview.

APPLICATIONS CLOSE	24th APRIL 2026
INTERVIEWS	1st MAY

Assistant Maths Hub Lead (Secondary) Job Description

Schools/Colleges (system leadership)

Communicating a shared vision for mathematics education and advocating for the opportunities provided by the Maths Hub. This includes:

- systematically working to understand the needs and priorities of local schools and colleges through strong relationships with school and college leaders, including actively re-engaging those that have disengaged with Enigma Maths Hub.
- working with school leaders to ensure sustained relationship and participation in the Maths Hub offer and recruit schools to appropriate work groups.
- strategically modelling and planning the Maths Hub's provision to align with local area needs and ensure the equitable deployment of resources, including Targeted Support.
- working with leaders and teachers to understand the change happening within schools and colleges and the role of Enigma Maths Hub in supporting this change.
- strategically communicating with schools and colleges about the work and impact of Enigma Maths Hub.
- working with schools and colleges to build a shared vision for mathematics education and an understanding of how a sustained relationship with Enigma Maths Hub supports ongoing school and professional development in mathematics.
- working to enable collaboration across EYFS, primary, secondary and post-16 education to strengthen cross-phase coherence in the system.
- work with schools to identify the impact of the Maths Hub Programme for teachers, departments and learners and create case studies to show impact.
- Speaking at engagement events within the hub region.

Maths Hub Leadership and Management Team (team leadership)

Working closely with colleagues in the leadership group and the operational management group to ensure effective leadership and management of the Maths Hub.

This includes:

- Work with the MHLM team to plan how the hub addresses the strategic goal for secondary schools.
- Participating in MHLM team meetings and regularly updating MHL on work progress.
- Establishing robust approaches to quality assurance to enable high-quality standards in the hub's work.
- Working together to produce, implement and review the Maths Hub's strategic development plan

Strategic Board & Partnerships (partnership leadership)

Working closely with system partners to contribute to national and regional leadership of mathematics education and ensuring accountability for the support provided by the Maths Hub to schools and colleges. This includes:

- Understanding needs and priorities in area and establishing effective links (e.g. LAs, MATs).
- Identifying leading schools and college as potential partners.
- Developing and maintaining relationships with key partners in their region.
- Collaborating with Secondary AMHL's across network to provide mutual support and challenge.
- Ensure that the hub is appropriately represented at national AMHL forums and actively engage with online communities.
- Reporting to Strategic Board, as required.

Local Leads of Mathematics Education (LLME) (community leadership):

Providing community leadership for the Maths Hub LLME Community. Identifying, developing, monitoring, and supporting local leaders of mathematics education. This includes:

- leading an effective team of LLME, drawing upon their individual strengths, whilst identifying and providing opportunities for development in role/upskilling.
- providing support to LLMEs to plan, lead, and evaluate their work.
- working with MHL to identify, recruit and appoint future Mastery Specialists and other secondary LLME
- nurturing relationships with schools to secure sustained commitment to TfM.
- supporting Mastery Specialists during the development years of their programme (Years 1 and 2) including reviewing gap tasks, completion of the PD Lead accreditation and developing strategies for developing their own department.
- supporting Mastery Specialists during the Year 3 of their programme (and beyond) when they are acting as WGLs including strategies for supporting the PD of other teachers and supporting departmental developments in other schools
- quality assuring work groups through visits, check in with LLME's and monitoring of attendance and evaluations.
- analysing and responding to feedback and evaluation from participant schools and colleges to ensure continuous improvement.
- contributing to LLME events.

Finance:

Understand budget and invoicing. This includes:

- working with the operational team to create claim forms for LLME.
- having an understanding and knowledge of the payments made to LLME and schools.

1.

Other:

- Undertake other duties and any reasonable instructions given by the Maths Hub Lead or the Trust.

Enigma Secondary Assistant Maths Hub Lead (AMHL): Person Specification

The purpose of the Secondary Assistant Maths Hub Lead role is to co-ordinate the planning, monitoring, and evaluation of secondary opportunities. This includes contributing to the strategic view of the Maths Hub Lead, supporting the secondary LLME and facilitating effective communication with system partners and schools across the region to ensure the successful implementation and development of the Maths Hub's strategic plan.

The table below shows the essential and desirable criteria for the role.

	Essential	Desirable
Qualifications and experience		
Qualified Teacher Status with a minimum of five years teaching secondary mathematics.	E	
Expert practitioner with a strong track record of effective mathematics teaching.	E	
Good understanding of current developments, research, and issues in the fields of mathematics education and professional	E	
Deep understanding of what constitutes effective teaching and learning in mathematics and the ability and confidence to	E	
Experience of delivering maths CPD to colleagues.	E	
Experience of working with people beyond own setting.	E	
Deep understanding of, and significant experience in, leading professional development.	E	
Experience as a subject leader for mathematics.		D
Prior experience of working within the Maths Hub network.		D
Secondary Mastery Specialist.		D
Experienced in leading work beyond own school/college and skilled at leading collaborative activity.		D
Successful track record of building, facilitating, and evaluating partnerships and networks.		D
Knowledge and skills		
Ability to use data to drive improvement.	E	

Strongly developed organisational and time management skills.	E	
Ability to inspire, manage and motivate others	E	
Ability to reflect on own practice, critically evaluate and plan strategically for improvement.	E	
Ability to think on feet, work on own initiative and find solutions to problems.	E	
Ability to work as a member of a team, make decisions, implement them and be accountable.	E	
Working knowledge of Microsoft Excel, Word & PowerPoint and the ability to learn new online data management platforms.	E	
Experience in managing online meetings and presentations.		D
Experience of presenting to a wide audience (in person and/or online).		D
Knowledge of GDPR and relevant legislation.		D
Personal qualities		
A passion for maths and a fundamental belief that all pupils can enjoy and achieve in maths.	E	
Credible practitioner with strong professional presence.	E	
Reflective, research-informed and dedicated to ongoing professional growth.	E	
Collaborative, inclusive and supportive leadership style.	E	
Organised, clear communication, proactive and resilient.	E	
Excellent interpersonal skills with the ability to maintain strict confidentiality.	E	
Takes the initiative and has the ability to prioritise own work and that of others to meet deadlines.	E	
Able to follow direction and work in collaboration with the Maths Hub Leadership and Management team.	E	
A commitment to on-going personal development and willingness to undertake appropriate training.	E	
Good record of attendance and punctuality.	E	
Commitment to the highest standards of child protection and safeguarding.	E	
Recognition of the importance of personal responsibility for health and safety.	E	