**Assistant Maths Hub Lead, Secondary**

**North-East Hants and Surrey Maths Hub**

**1 day per week (term time only), based at SJB Woking**

**Remuneration to appointed candidate’s school**

**at £10,000 for Academic Year 2022/23**

We have an exciting professional opportunity for a Secondary Assistant Maths Hub Lead to join the Maths Hub team at North-East Hants and Surrey Maths Hub.

With one of the highest and most successful reach and engagement levels across Secondary schools in the country, this is an excellent opportunity to develop your career as a local leader of Maths Education within a growing Management and Leadership team, delivering leadership and support to our team of Mastery Specialists and Work Group Leads who are delivering a variety of Work Groups across the region.

The Maths Hubs Network is the collaborative partnership of the 40 Maths Hubs across England, supported and facilitated by the National Centre for Excellence in the Teaching of Mathematics (NCETM). It is part of the wider development of school-led, system leadership of education in England.  Watch a short film about the work of the Maths Hubs [here](https://vimeo.com/371906412) plus you can read the latest news from the Maths Hub Programme [here](https://www.ncetm.org.uk/media/32ehbqsh/bespoke_23.pdf)

**Person specification:**

**Expected:**

* At least 4 years of teaching
* Leadership of a Key Stage (ideally leadership as HoD)
* Experience in delivering Professional Development in own school (preferably Learning & Teaching PD)
* Experience of having lead change within own school or beyond
* The ability to think strategically about the direction of Secondary Maths Education and Professional Development and how this ties into the wider picture.
* The ability to communicate effectively with all different types of people at different stages of their careers.
* A secure knowledge of the Teaching for Mastery approach
* A passion for Maths and wanting to inspire others to develop their own Maths Teaching to best support students

**Desirable (but not essential):**

* Experience in providing Maths support across schools other than your own
* Professional development accreditations
* Good knowledge of schools across the North-East Hants and Surrey area
* Experience of communicating effectively with Senior Leaders to affect change
* A trained Mastery Specialist

**Key Responsibilities**

* Oversee the Secondary Maths Hub Work Group programme in conjunction with the two other Secondary Assistant Maths Hub Leads.
* Monitor Secondary Work Group Leads and Mastery Specialists and support them in delivering high quality PD
* Assist in the recruitment of new Work Group Leads, Specialists and participating schools for the NEHS Maths Hub
* Collaborate with the Primary Team and Level 3 team to ensure consistency and continuity in transition.
* Planning and delivery of regular Secondary Network Meetings
* Visiting participating schools to support Work Group Leads/Specialists and provide quality assurance.
* Potentially invite schools to visit your own to exemplify best practise
* Attend NCETM regional/national workshops in London/Birmingham and online meetings as required
* Oversee NCETM and Maths Hub reporting requirements

**Shared LLME (Local Leaders of Maths Education team) responsibility**

* Meet regularly with the Primary and Secondary Leads
* Work collaboratively with the Primary and Secondary Leads and Maths Hub Lead to plan and facilitate LLME meetings which provide PD for all Primary and Secondary Mastery Specialists and Work Group Leads.
* Communicate Maths Hub vision and establish a consistent message for Teaching for Mastery

**Application Process**

Please complete the application form [here](https://nehantsandsurreymathshub.co.uk/wp-content/uploads/2022/05/Secondary-AMHL-Lead-Application-Form-2022.docx) (including the Personal Statement) and submit to mathshub@sjb.surrey.sch.uk by **Friday 20 May 2022\***

Shortlisted candidates will be invited to interview (online or face to face tbc).

Appointment (terms with candidate’s school) starts at new academic year (1 September 2022) with an annual review.

\*We reserve the right to interview prior to the closing date if required.

**Job Role Outline**

**Assistant Maths Hub Lead (Secondary)**

The purpose of this role is to provide oversight of teaching for mastery in secondary schools across the Maths Hub’s area, by leading, developing, and providing expertise for, this aspect of the hub’s work.

**Leadership and management team**

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| Work with the MHLM team to plan how the hub addresses the strategic goal for secondary schools   |
| Participating in MHLM team meetings  |
| Regularly updating MHL on work progress  |

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| **Strategic boards and partnerships**  |
| Identifying leading TfM schools as potential influencers  |
| Reporting to the Strategic Board, as required  |

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| **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 MHL to identify, recruit and appoint future Mastery Specialists and other secondary LLME  |
| Nurturing relationships with Mastery Specialist schools, especially Head Teachers and Heads of Department, 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   |

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| **Planning, monitoring and evaluation**  |
| Overseeing and co-ordinating the work of Mastery Specialists including planning Work Group activity  |
| Managing the deployment of the Mastery Specialist team  |
| Overseeing other secondary Work Groups and the work of other secondary Work Group Leads  |
| Co-ordinating progress reports from Mastery Specialists and other Work Group Leads  |
| Co-ordinating China England programme  |
| Planning for developments within secondary provision  |
| Participating in the Secondary TfM Leads peer review process    |
| Supporting all specialists and other Work Group Leads through the evaluation process.  |

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| **Communication, engagement, and recruitment**  |
| Working with school leaders to ensure sustained participation in the Maths Hub offer   |
| Identifying schools suitable for participation in the Maths Hub’s secondary programme  |
| Working with the MHL to recruit and retain WG schools  |
| Communicating with and influencing HTs and Heads of Department to consider adopting TfM within their schools  |

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| **Finance and data management**  |
| Having an understanding and knowledge of the payments made to specialists and schools   |
| **Working with Maths Hub Network, NCETM and DFE**  |
| Participating in Secondary TfML forums and other online communities.   |
| Collaborating with other AMHL (Secondary) across the network  |