

# **JOB DESCRIPTION: Maths Hub Leader**



## **Job Summary**

The Maths Hub Leader will lead the strategic and operational development and management of the CODE Maths Hub. The post holder will be expected to lead and be part of an expert team delivering maths teacher professional development and contributing to improvement in maths education, leadership and achievement across a wide region of the South West. The post holder will be required to communicate and liaise with senior leaders in schools/educational settings, the National Centre for Excellence in Teaching Maths (NCETM), the Department for Education (DfE) and other strategic partners and leaders. The role will include responsibility for recruitment of schools/educational settings and participants, work group programme design and delivery, leadership of a management and administration team, management of and support for a dispersed delivery team of work group leaders and trainers, monitoring, evaluating and quality assuring all aspects of the Maths Hub's provision.

## **Primary Duties and Responsibilities**

### **Relationships**

Establish and maintain excellent working relationships and effective communications with all staff and stakeholders of the CODE Maths Hub.

Maintain highly effective relationships with the CODE Maths Hub Administration team and professional services staff in the TPAT central team to ensure the smooth running of the Maths Hub operations and partnership and timely reporting to external bodies.

Communicate effectively with the Strategic Lead and the Maths Hub Board.

Line manage the Maths Hub Leadership and Management team (LMT) and liaise closely with school and workgroup leaders to engage them in the strategic development of the Maths Hub provision and monitoring and evaluation, including through the Maths Hub Local Leaders of Maths Education (LLME) Group.

Manage relationships with colleagues from other Maths Hubs, HEIs/ITT providers, local Teaching School Hubs and other stakeholders.

### **People Management**

Lead, support and inspire those working with schools across each phase and Local Authority District in the CODE Maths Hub area, often from a distance.

Lead an effective communications strategy to promote the aims and activity of the Maths Hub to a wide regional audience of prospective participants, leaders, beneficiaries and stakeholders.

Lead the recruitment and training of Maths Hub assistant leaders, work group leaders and deliverers/trainers, preparing them to deliver excellent training and support for participants in Maths Hub provision.

Manage the work and performance of the Maths Hub Administration team.

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Lead regular meetings of the Maths Hub Leadership and Management Team (LMT) to ensure excellent operations, provision and delivery.

Develop the Maths Hub LMT and LLME Group to ensure excellent partner/stakeholder engagement in the strategic development of the CODE Maths Hub's work groups, provision, monitoring, evaluation and quality assurance.

Work with the NCETM Regional Lead to review, evaluate and agree the annual action plan through regular Progress Review Management meetings.

Work with TPAT Finance Manager to review Maths Hub annual budget and management accounts.

Take a lead role in the positive promotion of the CODE Maths Hub and representation at local, regional and national networks.

### **Resource Management**

Take a lead role in CODE Maths Hub external reviews, including from the NCETM and DfE.

Manage the staffing and resourcing of the Maths Hub provision to support the training and development of high quality maths teachers and leaders.

Report to the Director of Education for TPAT (Senior Lead Link for Maths Hub) and the Maths Hub Board on the effective deployment of resource to secure the highest quality of provision, including careful management of the Maths Hub funding.

### **Decision Making**

Take responsibility for recruitment and assessment decisions, manage cause for concern, performance and capability processes, seeking advice or escalating issues when appropriate and in the case of appeals or complaints.

Identify evidence based best practice locally, nationally and internationally leading to informed developments in maths teacher training and professional development.

Prepare reports, self-evaluation and improvement documents for stakeholders and data requirements for the NCETM/DfE to secure allocation and funding.

Organise, prioritise and manage own workload independently.

### **Work Demands**

Be able to manage workload to ensure specified deadlines are met but also flexible to deal with adhoc requests.

Ensure that strict confidentiality in relation to personal records and conduct is maintained at all times.