

Assistant Maths Hub Lead (Secondary) Job Description (2 days a week)

Leadership & Management Team:

- 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
- Remote working for some allocated AMHL time, negotiated with Maths Hub Lead
- London Thames Maths Hub team office is based in Croydon. The expectation is for the team to meet in person twice a term.

Strategic Board & Partnerships

- 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
- Reporting to Strategic Board, as required

Local Leads of Mathematics Education (LLME):

- 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 teaching for mastery (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
- Contributing to LLME events

Planning, Monitoring & 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
- 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.

Communication, Engagement & 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 TfM schools
- Communicating with and influencing HTs and Heads of Department to consider adopting TfM within their schools

- Directly engaging school leaders
- Ensuring a consistent message with regards to teaching for mastery
- Working with the MHL in targeted recruitment activity, including targeted support.
- Speaking at engagement events within the designated area

Finance & Data Management:

- Having an understanding and knowledge of the payments made to specialists and schools

Working with Maths Hub Network, NCETM & DfE:

- Participating in Secondary TfML forums and other online communities.
- Attend central training with the NCETM (face-to-face sessions are usually held in Birmingham)
- Collaborating with other AMHL (Secondary) across the network
- Liaising with NCETM at the direction of MHL.
- Keeping up to date with national developments and issues