

Job Description

Job Title: Angles Maths Hub Reception Assistant Maths Hub Lead

Location: Trust Central

Job title	Angles Maths Hub Reception Assistant Maths Hub Lead (Fixed Term until 31st August 2027)
Salary Scale	MPS/UPS plus TLR of £1,600 pro-rata per annum (Actual) (£8,000 full time equivalent)
Hours of Work	Part Time: 6.5 hours per week / 1 days (0.2 FTE) – seconded to Angles Maths Hub
Weeks Worked	52
Responsible to	Deputy Assistant Maths Hub Lead
Location	Trust Central

Main purpose of the role

- To take responsibility for and lead the strategic development of Reception provision across the Angles Maths Hub region, upholding the aims of the National Maths Hub programme. To lead the Reception Work Group team to develop high quality teaching and learning throughout the Norfolk and Suffolk region.

Organisational relationships

- Responsible to the Deputy Assistant Maths Hub Lead

Principal accountabilities and responsibilities

Core Duties	<ul style="list-style-type: none"> • To oversee the Reception Work Group Leads, ensuring the full delivery of the CPD programmes. • Quality assuring the work undertaken by Reception Work Group Leads. • To co-plan and run Angles Maths Hub LLME sessions and Angles Showcase events. • To lead one Reception National Collaborative Programme or Research and Innovation Programme • To train as an Intensive Support Partner and oversee school development work in Reception • Undertaking any other professional duties, which are reasonably delegated by the Maths Hub Lead or Senior Lead. • To strategically plan to achieve recruitment targets involving Reception and take responsibility for all Work Group recruitment. • To work closely alongside other Angles Assistant Maths Hub Leads and the Deputy Maths Hub Lead to plan, deliver and review high quality CPD across the region. • To devise and model suitable CPD Work Groups in line with NCETM requirements and regional needs.
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Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)

- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Qualified Teacher Status ● Degree 	<ul style="list-style-type: none"> ● NCETM PD Lead ● NCETM Mastery Specialist

	<ul style="list-style-type: none"> Evidence of continuous INSET and commitment to further professional development 	
Experience	<ul style="list-style-type: none"> Excellent subject knowledge and expertise Reception teaching experience Proven track record of achieving excellent outcomes Experienced at delivering high quality CPD Leadership experience 	<ul style="list-style-type: none"> KS1 teaching experience Active member of the LLME community Experienced Work Group Lead Experience working with alternative education providers
Skills, Knowledge	<ul style="list-style-type: none"> Subject-specific current research and evidence-based practice in teaching Communicate effectively (both orally and in writing) and be approachable to a variety of audiences Work reliably and with integrity in an open and transparent way Have the ability to work under pressure and manage workload effectively Have the ability to work independently and manage your own diary Have excellent time management skills and share appropriate time scales with the Reception team Work in an organised manner Lead and manage highly effective teams Develop good personal relationships within a team 	<ul style="list-style-type: none"> An understanding of the education context Proof-reading skills

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Signature

Date

Name