

Job Description

Job Title: Assistant Maths Hub Lead (Reception and Operations)

Location: Trust Central

Job title	Assistant Maths Hub Lead (Reception and Operations)
Salary Scale	Leadership L3 to L6
Hours of Work	Full Time
Weeks Worked	52
Responsible to	Deputy Maths Hub Lead
Location	Trust Central

Main purposes of the role

- Coordinate the operational management of the Angles Maths Hub including support for the Leadership team, external Specialists, and Work Group Leads.
- Lead the strategic development of Reception provision across the Angles Maths Hub region, upholding the aims of the National Maths Hub programme.
- 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 Maths Hub Lead

Principal accountabilities and responsibilities

Core Duties	• Oversee the Reception Work Group Leads, ensuring the quality of full delivery of the CPD programmes. • Represent the Maths Hub at NCETM Operational Forums and work alongside other local Maths Hubs • Work alongside the Inspiration Trust Primary Curriculum Team to support the development of the Reception Curriculum • Train as an Intensive Support Partner and oversee school development work in Reception • Lead one Reception Work Group or Research and Innovation Programme • Coordinate the operational support team for the Angles Maths Hub ○ Work Group recruitment and targets. ○ Organise and facilitate events related to the Maths Hub ○ Communications with external stakeholders ○ Oversee LLME service agreements, purchases, and data reporting to the DfE • Undertake any other professional duties, which are reasonably delegated by the Maths Hub Lead, or Senior Lead.
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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

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	• Qualified Teacher Status • Degree • Evidence of continuous INSET and commitment to further professional development	• NCETM PD/SD trained

Experience	• Expert subject knowledge • Reception teaching experience • Confidence leading/collaborating with peers	• Understanding of the Maths Hub network • Active member of the LLME community
Skills, Knowledge	• Communicate effectively (both orally and in writing) and be approachable to a variety of audiences • Ability to work under pressure and manage workload effectively • Organised with good time management skills • Excellent people management skills • Have a positive 'can do' attitude	

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Signature

Date

Name