

Job Description

Job Title: Maths Team Support Lead

Location: Trust Central

Job title	Maths Team Support Lead
Salary Scale	Support Scale H
Hours of Work	Full time - 37 hours per week
Weeks Worked	Term time plus 4 weeks (42 weeks)
Responsible to	Director of Maths
Location	Trust Central Offices

Main purpose of the role

- To support the operational management of the Central Maths Team including Angles Maths Hub and the East Maths Community (including liaison the UEA Maths Outreach Team).
- To lead a team of support staff working alongside the Central Maths team
- To take responsibility for the effective, high-quality and timely output of the Maths Support Team

Organisational relationships

- Responsible to the Director of Maths

Principal accountabilities and responsibilities

Core Duties	<ul style="list-style-type: none"> • Provide excellent support to the Central Maths team, Angles Maths Hub team and East Maths Community team • Ensure work stream deadlines are met • Ensure all work carried out is in line with trust policies • Be responsible for the oversight and organisation of educational Maths events within the Trust and across the East Maths Community region and Angles Maths Hub region, including interschool competitions • Take responsibility for tasks and decisions from the Maths Senior Leadership Team and manage and solve problems • Undertake any other duties of an administrative nature or within scope of the post as determined by Director of Maths • To liaise with the Teaching School hub and Education team managers to ensure that systems and strategies are aligned
Leadership	<ul style="list-style-type: none"> • Ensure all team members are provided opportunities to develop to fulfil their full potential • Ensure all team members work in accordance with the health and safety policy • Ensure all team members are appropriately appraised • Ensure good discipline and promote good performance management practices

Content Creation	<ul style="list-style-type: none"> • Use the full range of trust IT packages to provide appropriate support to stakeholders and the team • Support the preparation of reports; presentations and events.
Organisation	<ul style="list-style-type: none"> • Ensure all work is performed to the highest possible standards and deadlines are achieved. • Support team activities so that they are delivered to deadlines in an effective and organised way. • Monitor the work of the team to ensure consistency of standards and output.
Communication	<ul style="list-style-type: none"> • Manage communication with the varied stakeholders in an effective and professional manner. • Manage email correspondence for all aspects of the Maths Support team • Communicate sensitively and maintain confidentiality at all times. • To be responsible for, and draft any correspondence, reports and other information as requested by the Maths Senior Leadership Team. • Service meetings at the senior leadership teams request: including production of agendas/preparation of papers/distribution/minuting. • Document and follow up on important actions and decisions from meetings. • Oversee and maintain the websites for Angles Maths Hub, East Maths Community and Maths Outreach • Liaise directly with marketing to ensure that all Maths events are well promoted, publicised, attended and reported • Manage the use of social media for Central Maths Outreach, Angles Maths Hub and East Maths Community • Organise, attend and participate in stakeholder meetings. • Organise, support and coordinate team events. • Liaise with staff and other stakeholders on behalf of the team. • Greet and provide assistance for the team's visitors as required.
Finance & HR	<ul style="list-style-type: none"> • Oversee financial account management for the Central Maths team, Angles Maths Hub and East Maths Community • Oversee the finance for Angles Maths Hub, Central Maths Team and MEF, ensuring this is clearly communicated with the Management Accountant. • Liaise CFO on Angles Maths Hub and MEF financial reporting to both DfE and other stakeholders. • Oversee HR and recruitment for all central Maths teams, working alongside the central HR Advisor. Ensure trust policies and processes are followed for both recruitment and performance management for all staff.

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">Good level of education including GCSE (or equivalent) in Maths and English, NVQ Level 3 or equivalent in a relevant discipline, or equivalent experienceEducated to degree level, or equivalent	

Experience	<ul style="list-style-type: none"> ● Strong experience of excellent administration and organisational skills including diary management ● The ability to effectively present information and respond to questions from peers and management ● The ability to work calmly under pressure, and with a 'can-do' approach ● Sound experience of development, management and operation of organisational and administrative procedures ● Experience of problem solving and of dealing with, and prioritising, a wide range of day to day tasks ● Experience of dealing with confidential information 	
Skills, Knowledge	<ul style="list-style-type: none"> ● Ability to work unsupervised, using initiative, to prioritise, multi-task and be flexible ● Ability to meet tight deadlines by effective planning and time management ● A high level of spoken and written English in dealing with a wide range of visitors/stakeholders and excellent proof-reading skills ● Ability to communicate at all levels, in a professional manner, ● over the telephone and face to face ● Ability to build good working relationships with teaching staff and build and retain the confidence of the Senior Leadership Team in managing day to day events on their behalf ● Ability to build good working relationships with a range of external stakeholders and to be able to deal with difficult, often unexpected, situations, as and when they arise in a calm and effective manner ● A high degree of computer literacy including the ability to use all ● G-Suite software (eg Google sheets / docs / slides) ● Ability to work constructively and flexibly as a part of the wider team, but specifically to support the Senior Leadership Team in their day to day needs ● Proactive and flexible approach with ability to embrace a fast-paced changing environment 	

	<ul style="list-style-type: none"> ● Ability to work with tact and diplomacy ● Displays commitment to the protection and safeguarding of children and young people ● An understanding of the education context 	
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Signature

Date

Name