

# Job Description

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**Job Title:** Secondary Assistant Maths Hub Lead (Mastery) and Maths Standards Lead

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**Location:** Inspiration Trust Maths Hub

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| <b>Job title</b>      | <b>Secondary Assistant Maths Hub Lead (Mastery) and Maths Standards Lead</b> |
| <b>Salary Scale</b>   | <b>Leadership L6 to L9</b>   |
| <b>Hours of Work</b>  | <b>Full time – 32.5 hours per week</b>                                       |
| <b>Weeks Worked</b>   | <b>52</b>  |
| <b>Responsible to</b> | <b>Deputy Maths Hub Leads</b>  |
| <b>Location</b>       | <b>Trust-wide (with teaching in a specific school)</b>                       |

## **Main purpose of the role**

### **Secondary Assistant Maths Hub Lead (Mastery)**

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

### **Maths Standards Lead**

To drive improvements in standards and curriculum, in maths, across all schools in the Trust, as part of a high performing team.

## **Principal accountabilities and responsibilities**

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| <b>Overall</b> | <ul style="list-style-type: none"> <li>• To line manage the Secondary Teaching for Mastery Specialists, ensuring the full delivery of the Mastery programme.</li> <li>• Quality assuring the work undertaken by Secondary Teaching for Mastery Specialists</li> <li>• To co-plan and run Angles Maths Hub LLME sessions and Angles Showcase events.</li> <li>• To lead at least two Secondary National Collaborative Projects, in particular mastery programmes.</li> <li>• To co-lead the development of resources within the East Maths Community programme</li> <li>• Undertaking any other professional duties, which are reasonably delegated by the Maths Hub Lead or Senior Lead.</li> <li>• To lead on securing exceptional student outcomes across the Trust in the specified subject area</li> <li>• To teach in our schools in line with strategic priorities</li> <li>• To be an exceptional classroom practitioner - securing exceptional student outcomes through high impact teaching</li> </ul> |
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|                  | <ul style="list-style-type: none"> <li>• To work as part of the central school improvement and education team, to raise standards in our schools, taking on a key role in the Trust's raising achievement strategy</li> <li>• To work with school leaders and curriculum leaders and other members of the central team to develop subject leadership capacity in our schools and across the Trust</li> <li>• To ensure that the Inspiration Trust is always presented positively</li> </ul>   |
| <b>Strategic</b> | <ul style="list-style-type: none"> <li>• To strategically plan to achieve recruitment targets in Secondary schools and take responsibility for all Secondary mastery recruitment.</li> <li>• 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</li> <li>• To devise and model suitable CPD Mastery Groups in line with NCETM requirements and regional needs</li> <li>• To provide inspirational and effective strategic leadership of the subject across the Trust, incorporating secondary phase and key stage 5, as appropriate.</li> <li>• To support the delivery of a vision for the specified subject, as part of our high performing educational standards and curriculum team.</li> <li>• To lead on the Trust subject strategy, incorporating school improvement, curriculum development and raising achievement.</li> <li>• To teach whole classes, larger groups, small groups and revision and intervention sessions to an excellent standard, and also offer 1:1 teaching where needed.</li> <li>• To drive forward student achievement and implement school improvement strategies that transform student outcomes.</li> <li>• To drive improvement in curricula, in standards of subject teaching and in assessment in the specified subject across the Trust.</li> <li>• To be a model of excellent practice, maintaining a clear focus on outstanding delivery to all pupils.</li> <li>• To build models of excellence, for the specified subject, both in teaching and curriculum.</li> <li>• To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues.</li> <li>• To lead, deliver and plan high quality CPD for the Trust</li> <li>• To write and/or source, evaluate and share resources for teaching</li> <li>• To support teachers to enable them to improve their practice.</li> <li>• To prepare reports, documents and data analysis, in relation to the role, as required</li> <li>• Developing high quality teaching materials and schemes of work, to be implemented across the Trust as appropriate</li> <li>• Nurturing and reviewing education expertise across the Trust</li> <li>• Building and leading a Trust-wide team of curriculum leaders, creating a supportive subject community</li> <li>• Supporting subject leaders to enable them to improve their practice</li> <li>• To be a school buddy within the East Maths Community and work alongside the EMC Lead to promote the aims of the programme</li> <li>• Contributing significantly to Trust wide school improvement strategies and initiatives</li> </ul> |

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|                        | <ul style="list-style-type: none"> <li>Developing assessments</li> </ul>   |
| <b>Accountable for</b> | <ul style="list-style-type: none"> <li>Maintaining regular communication with all Secondary schools in the Angles Maths Hub region.</li> <li>Attending Secondary NCETM National meetings as required.</li> <li>Regularly attending and reporting to the Leadership Team and Strategic Board.</li> <li>High quality leadership of projects and delivering on agreed targets</li> <li>Securing exceptional student outcomes across the Trust in the specified subject, through their own teaching and delivery</li> <li>Creating measurable, costed, high impact improvement and raising achievement plans to support the identified needs of the schools identified</li> <li>Provision of high quality support in the specified subject area, and liaison with other SSLs and curriculum leads, as required to develop curriculum plans, resources and policies</li> <li>The assurance that effective procedures are undertaken for recording, monitoring, analysing and acting upon a range of data sets as needed to implement and measure the impact of school improvement strategies</li> <li>Ensuring that quality assurance procedures are undertaken rigorously</li> <li>Effective liaison across the education, school improvement and academy leadership teams to ensure coherence and effective team working</li> <li>Staying informed of current educational development, policies and research as needed to influence and drive school improvement</li> <li>Sound financial management of own budgets</li> <li>Effective partnership relationships with outside agencies</li> <li>The line management arrangements for the performance management and professional development of all members of your team</li> <li>Undertaking any other professional duties, which are reasonably delegated to her/him by the Director of Education</li> <li>Other specific remits to be agreed with the Director of Education</li> </ul> |
| <b>As a Teacher</b>    | <ul style="list-style-type: none"> <li>To follow school policies and systems and uphold and support the ethos and culture</li> <li>To follow programmes of work, schemes of learning and exam specifications</li> <li>To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school</li> <li>To ensure the effective/efficient deployment of classroom (TA) support</li> <li>To be responsible for the process of monitoring and evaluation of the subject in line with agreed school procedure</li> <li>To maintain appropriate records and to provide relevant accurate and up-to-date information for registers, etc</li> <li>To complete the relevant documentation to assist in the tracking of students</li> <li>To monitor pupil progress and use information to inform teaching</li> <li>To communicate effectively with the parents of students as appropriate</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• To follow agreed policies for communications in the School</li> <li>• If necessary, to take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools</li> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students</li> <li>• To prepare and update subject materials</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required</li> </ul> |
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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   |
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| Qualifications       | <ul style="list-style-type: none"><li>• Qualified Teacher Status</li><li>• Degree</li><li>• Evidence of continuous INSET and commitment to further professional development</li></ul>  | <ul style="list-style-type: none"><li>• NCETM PD Lead</li><li>• NCETM Secondary Mastery Specialist</li></ul>  |
| Experience           | <ul style="list-style-type: none"><li>• Excellent subject knowledge and expertise</li><li>• Secondary teaching experience</li><li>• Proven track record of achieving excellent outcomes</li><li>• Experienced at delivering high quality CPD</li></ul> | <ul style="list-style-type: none"><li>• Leadership experience</li><li>• Active member of the LLME community</li><li>• Experienced Work Group Lead</li><li>• Experience working with alternative education providers</li></ul> |

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| <b>Knowledge and Understanding</b>        | <ul style="list-style-type: none"> <li>● GCSE exam specifications</li> <li>● Subject-specific current research and evidence-based practice in teaching</li> <li>● Curriculum development and design</li> </ul>   |  |
| <b>Professional Skills and Attributes</b> | <ul style="list-style-type: none"> <li>● Communicate effectively (both orally and in writing) and be approachable to a variety of audiences</li> <li>● Work reliably and with integrity in an open and transparent way</li> <li>● Have the ability to work under pressure and manage workload effectively</li> <li>● Have the ability to work independently and manage your own diary</li> <li>● Have excellent time management skills and share appropriate time scales with the secondary team</li> <li>● Work in an organised manner, committed to the task in hand;</li> <li>● Lead and manage highly effective teams</li> <li>● Develop good personal relationships within a team</li> <li>● Promote the Trust's aims positively, and use effective strategies to lead and manage</li> <li>● Establish and develop close relationships with parents, trustees, Trust senior staff, governors and the community</li> </ul> |  |

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**Signature** .....

**Date** .....

**Name** .....