

Cambridge Maths Hub Detailed Job Description for Deputy Hub Lead

This role will be a 40% (2 day a week) secondment to the Maths Hub.

- Line manage workgroups
The NCETM outline work group topics. The DHL would assist in:
 - Selecting suitable personnel to lead these groups
 - Ensuring, as far as possible, the WG happens
 - Liaising with the WGL and assisting to sort any issues
 - Ensuring the final evaluation is submitted
 - Checking that the WGQF is submitted, a contract is sent, an invoice is received and payment takes place
 - Selecting innovation WGs
- Line manage secondments (other than the TfM Leads and Level 3 Lead)
There are currently twelve members of the team. The DHL will line manage six of them, liaise with them and seek to sort any issues as they arise
- Liaise with NCETM on Maths Hub matters
A bulletin is issued weekly. Along with the MHL, the Deputy will ensure that timely responses are made.
- Evaluate the work of the Maths Hub and share impact, along with MHL
- Attend Maths Hub Forums (two or three times a year)
- Respond to other initiatives as appropriate particularly looking at the Opportunity Area and ways to support schools and our OA coordinators
- Assist in appointing personnel to roles within the Maths Hub
- Assist in writing and collating the annual report submitted to the NCETM