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**Cambridge Maths Hub Job Descriptions**

**Senior Lead**

Co-ordinate the work of the Maths hub including:

* Maintain a strategic view of mathematics teaching in Cambs including Peterborough
* Liaising with local stake holders such as Teaching Schools, LEAs etc
* Maintain the organisation of the Strategic Board
* Line manage the Maths Hub Lead
* Liaise with National bodies and provide an overview of National priorities to the Maths Hub
* Attend the February Maths Hub Forum

**Maths Hub Lead**

Co-ordinate the work of the Cambridge Maths Hub including:

* Maintain a strategic view of mathematics teaching in Cambridgeshire
* Plan activities for each annual cycle
* Liaising with local stake holders such as Teaching Schools, LEAs etc
* Maintain an accurate budget for the Maths Hub in line with reporting procedures.
* Line manage the Teaching for Mastery Leads, Level 3 Lead and Administrator
* Liaise with NCETM on Maths Hub matters
* Produce regular reports for NCETM as required
* Produce regular reports for the Strategic board as required
* Evaluate the work of the Maths Hub and share impact
* Attend Maths Hub Forums
* Appoint personnel to roles within the Maths Hub
* Act as a link between other interested bodies across Cambridgeshire

**Deputy Maths Hub Lead**

* Line manage workgroups
* Line manage secondments (other than the above)
* Liaise with NCETM on Maths Hub matters
* Evaluate the work of the Maths Hub and share impact
* Attend Maths Hub Forums
* Respond to other initiatives as appropriate
* Assist in appointing personnel to roles within the Maths Hub
* Assist in writing the annual report submitted to the NCETM
* Seek to spread the reach and impact of the Hub, along with the rest of the team
* Attend Cambridge Maths Hub Team meetings (half termly)
* Attend LLME meetings

**Teaching for Mastery Lead(s)**

Co-ordinate the work of the Teaching for Mastery including:

* Maintain a strategic view of mathematics teaching in Cambridgeshire
* Checking regular reports by the Teaching for Mastery Specialists
* School visits with Teaching for Mastery Specialists
* Ensuring consistency of experience for participating schools
* Produce regular reports on the progress of the Teacher Research Group schools
* Maintain oversight of exchange visits
* Line Manage the Teaching for Mastery Specialists
* Line manage work groups
* Arrange meetings for the Teaching for Mastery Specialists
* Assist in appointing personnel to roles within the Maths Hub
* Evaluate the work of the Teaching for Mastery Programme and share impact
* Attend conferences when required
* Suggest areas of work for the Maths Hub locally
* Attend Cambridge Maths Hub Team meetings (half termly)
* Attend LLME meetings

**Level 3 Lead(s)**

Co-ordinate the work of the Maths Hub at Level 3:

* Maintain a strategic view of mathematics teaching in Cambridgeshire
* Maintain an overview of Level 3 provision in Cambridgeshire
* Co-ordinate the work of MEI, AMSP etc across Cambridgeshire to avoid duplication of offer
* Arrange a meeting 3 times per year with Level 3 stake holders to inform the work of the Maths Hub
* Attend conferences when required
* Line manage work groups
* Assist in appointing personnel to roles within the Maths Hub
* Evaluate the work of the Maths Hub and share impact
* Suggest areas of work for the Maths Hub locally
* Attend Cambridge Maths Hub Team meetings (half termly)
* Attend LLME meetings

**Place based Assistant Maths Hub Lead**

* Create and maintain contact with schools in their area
* Suggest areas of work for the Maths Hub locally
* Attend Cambridge Maths Hub Team meetings (half termly)
* Attend LLME meetings
* Use local knowledge to suggest appropriate WGs to schools
* Develop relationships with local school leaders
* Organise local engagement event(s)
* Effective use of social media to promote the work of the Maths Hub

**Administrator**

Co-ordinate the work of the Maths Hub:

* Provide administrative support for the Senior Lead, Maths Hub Lead, Teaching for Mastery Lead and Level 3 Lead
* Maintain bookings and membership of events and workgroups
* Maintain an accurate budget and financing procedures
* Provide reports to the Maths Hub Senior Leadership
* Assist in appointing personnel to roles within the Maths Hub
* Attend conferences when required
* Take minutes for Strategic Board and Operations Group
* Respond to initial enquiries to the Maths Hub
* To maintain the website

**Work Group Lead**

* To lead in a professional manner a Work Group for the Cambridge Maths Hub
* To uphold the aims of the National Maths Hub programme to develop quality teaching of mathematics through a shared understanding of teaching for mastery
* Attend national training where required
* To write, in conjunction with the Maths Hub Deputy Lead, a Work Group Quality Framework (WGQF) that targets the current priorities of the National Maths Hub programme
* To follow the WGQF throughout the duration of the project meeting agreed milestones
* To use standard Cambridge Maths Hub branding
* To allocate funding according to the WGQF and to ensure that there is no overspend
* To regularly report to the Leadership Group on the progress of the Work Group towards the stated outcomes
* To, at the earliest opportunity, liaise with the Leadership Group about any issues or problems in fulfilling the WGQF
* To review and evaluate the Work Group using methodology and forms in the Work Group Evaluation Toolkit
* To write a final report as outlined in the Work Group Evaluation Toolkit or as required by national training

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