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**Cambridge Maths Hub Job Description: Level 3 Lead**

**This position is a 20% (approx.) secondment and is reviewed annually.**

Co-ordinate the work of the Maths Hubs’ Level 3 programme including:

* Maintain a strategic view of mathematics teaching in Cambridgeshire
* Maintain an overview of Level 3 provision in Cambridgeshire
* Work with MEI, AMSP etc across Cambridgeshire to avoid duplication of offer through regional Level 3 meetings
* 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
* Develop colleagues and promote Hub work within your own department

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