**NW3 Maths Hub- Assistant Maths Hub Lead (Post-16)**

This briefing provides guidance regarding the Assistant Maths Hub Lead (Post-16) role and application.

A key aspect of the **Assistant Maths Hub Lead (Post-16)** is that it enables Maths Hubs to broaden their operational leadership and management, particularly in the area of Post 16 Maths. As with the Teaching for Mastery Lead role, it is a way of strengthening the capacity of the Maths Hub leadership and management team.

**The role of the Assistant Maths Hub Lead (Post-16) is to lead the Maths Hub’s Post 16 Mathematics work by:**

* liaising and communicating with key partners in the Hub area, including the AMSP and leaders of good Post 16 practice in schools and colleges
* leading a Post 16 Mathematics Co-ordination Group to ensure a strategic approach to the prioritisation and selection of Post 16 Mathematics Work Groups according to local need linked to the five shared goals (this group meets once a term)
* working as part of the Maths Hub Leadership and Management team (which will include presenting to the Strategic Board)
* supporting and overseeing the hub’s Post 16 Mathematics Work Group leaders
* collaborating with other Post 16 Maths Leads across the Maths Hub network

**The time allocation for the Post 16 Maths Lead is 0.5 days per week\*.** Funding for the Post 16 Lead role is included within the maximum allocation for Maths Hub Leadership and Management. \*this is to be reviewed in line with MHLM team review and is subject to change in August 22.

**Assistant Maths Hub Lead (Post-16)– Information and Application**

**The purpose of this role is to provide oversight of Post-16 maths teaching developments across the Maths Hub’s area, by leading, developing, and providing expertise for, this aspect of the hub’s work.**

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| **Leadership and Management Team** |
| Working with the MHL team to plan how to address the Post-16 Institution Strategic Goal |
| Participating in MHLM team meetings |
| Regularly updating MHL on work progress and joint planning decisions of the Regional Level 3 Co-ordination Group in partnership with the AMSP |

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| **Strategic boards and partnerships** |
| Liaising with AMSP, Centres for Excellence, Mathematics Specialist Schools and other relevant programmes |
| Identifying leading schools and colleges for Post-16 mathematics provision |
| Reporting to the Strategic Board, as required |
| Working with AMSP ACs to support Level 3 teacher networks |

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| **Local leaders of mathematics education** |
| Working with MHL to identify, recruit and appoint future Post-16 LLME |
| Supporting the Post-16 Work Group Leads |
| Having knowledge of other Work Groups and the work of other LLMEs |

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| **Planning, monitoring and evaluation** |
| Monitoring progress in Post-16 Work Groups including planning Work Group activity where needed |
| Support all Work Group Leads through the evaluation process.  process |

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| **Communication, engagement, and recruitment** |
| Working with school leaders to ensure sustained participation in the Maths Hub’s offer |
| Identifying and targeting schools suitable for participation |
| Working with MHLM Team to recruit Work Group schools |
| Working with AMSP to support recruitment of schools and colleges to the joint offer |

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| **Finance and data management** |
| Working with Maths Hubs to correctly apportion AMSP partial funding of Level 3 Work Groups |

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| **Working with the Maths Hub Network, the NCETM and the DfE** |
| Participating in Post-16 Lead forums and online community |
| Collaborating with other Post-16 Leads across the network, particularly in neighbouring hubs |
| Participating in Regional Level 3 Co-ordination Group Meetings with AMSP. |

**Who should apply?**

**The table below shows the essential and desirable criteria for applicants for the role. This should be evidenced in the application form, which includes both the applicant’s statement and the principal/head teacher’s support.**

**Person Specification**

The table below shows the essential and desirable criteria for the role.

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| **Essential** | **Desirable** |
| Qualified Teacher Status with a minimum of two years teaching secondary mathematics | Additional Status, e.g. Mathematics SLE/PD Lead |
| Successful subject leadership experience within an educational setting | Experience of leading a Maths Hub Work Group. |
| Passion and enthusiasm for teaching Level 3 Maths | A minimum of five years teaching Level 3 mathematics |
| Ability to lead and work collaboratively with others |  |
| Successful track record of working effectively with other professionals across a group of schools and colleges |  |
| Excellent communication and interpersonal skills |  |
| Understanding of what constitutes effective teaching and learning in mathematics and the ability and confidence to communicate this |  |
| Good understanding of, and significant experience in, leading professional development (and willing to undertake the NCETM PD Lead Accreditation if not already held) |  |

**Benefits for participating teachers and their schools**

**Participating in the programme will provide the following benefits to the Assistant Maths Hub Leads (Post-16) and their schools/colleges:**

* They will develop:
  + deeper understanding of Post 16 Maths locally and nationally
  + wider awareness of the CPD available and needed to support teachers of Level 3 Maths
  + strong links locally and nationally with other providers and supporters of Level 3 Maths
* Will have the opportunity to work closely with the NCETM and AMSP regional teams and the national and local communities of Post 16 maths teachers and supporters

**Funding**

The Maths Hub will pay the school/college for the agreed release time at the appropriate agreed rate. Travel expenses to national events will be covered separately however local travel to meetings should come out of this amount.

**How to apply**

Applicants, in conjunction with their principal/head teacher, should complete the form below and submit it to ***NW3 Maths Hub-*** [***lisa.bradshaw@three-saints.org.uk***](mailto:lisa.bradshaw@three-saints.org.uk) ***or*** [***Sarah.makin@three-saints.org.uk***](mailto:Sarah.makin@three-saints.org.uk) ***by Friday 28th January 22.***

**The Maths Hub will then make contact with you with more details about the selection process.**

**Interviews to take place on: Wednesday 9th February 22**

**Successful candidates informed by: Friday 11th February 22**

**Assistant Maths Hub Lead (Post-16) Application Form**

**Together with your principal/head teacher, please complete all sections of this form and return the completed form, copying in your principal/head teacher, by email to insert name of Maths Hub here by insert closing date for applications here.**

**College/School details**

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| Name of college/school | |  | | |
| Address (including postcode) | |  | | |
| College/School URN | |  | | |
| Principal/Head Teacher (HT) |  | | | |
| HT e-mail |  | | HT telephone |  |

**Applicant details**

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| Name |  | | |
| E-mail |  | Telephone |  |
| Current role/job title |  | | |
| When did you attain Qualified Teacher Status? | | |  |
| How many years have you been employed as a Level 3 Maths teacher? | | |  |

**Current teaching and responsibilities**

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| *Please give details of your recent mathematics teaching experience* | |
| Which Level 3 Maths courses have you taught recently? |  |
| Which Level 3 Math courses do you expect to teach in 2016-17? |  |
| *Please give details of your current areas of responsibility (especially Level 3 Maths) within your college/school, or more widely (Max 100 words).* | |
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**Teaching career history**

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| --- | --- | --- | --- |
| *Please give details of colleges, schools or other educational organisations that you have worked in (most recent post first)* | | | |
| Dates | College/School/organisation | Position held | Level 3 Maths taught |
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**Mathematics related professional development**

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| --- | --- |
| *Please give details of mathematics professional development you have undertaken* | |
| Year | Professional development |
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**Mathematics teaching/leadership related accreditation, awards or status**

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| *Please give details of any mathematics teaching/leadership related accreditation, award or status (e.g. Mathematics SLE, NCETM Accredited PD Lead).* | |
| Year | Accreditation/award/status |
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**Experience in supporting other teachers of mathematics**

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| *Please give examples of your experience in supporting other teachers of mathematics (Max 300 words).* |
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**Applicant final statement**

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| *Please supply any further information you wish to offer in support of your application. Include recent developments in your own classroom practice, influence on others, and any direct involvement in the developing of Level 3 mathematics teaching in your school or college (Max 300 words).* |
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**Confirmation of participant and principal/head teacher commitment**

We understand that if selected for the role, there are the following expectations:

* The principal/head teacher and Assistant Maths Hub Lead (Post-16) commit to enabling the Post 16 Maths Lead have the time to fulfil the requirements of the post.
* The Assistant Maths Hub Lead (Post-16) commits to the full aspects of the role including:
  + keeping up to date with – and participating in – the NCETM Level 3 Maths Leads community
  + participating in any national Post 16 Maths Leads meetings or webinars
* The Assistant Maths Hub Lead (Post-16) will provide any reports required by the Maths Hub and participate in any evaluation processes required

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| Principal/Head Teacher | *Signature of Head Teacher* |
| Applicant | *Signature of Level 3 Maths Lead Applicant* |

*(Note: When the form is e-mailed, please copy the e-mail to all signatories as confirmation of their electronic signature)*