



NOTRE DAME HIGH SCHOOL JOB DESCRIPTION

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	South Yorkshire Maths Hub Lead
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Working Pattern	<p>0.4 FTE (Notre Dame term time) Start date - September 2019 End date - to be renewed annually subject to funding from the DfE for the role and our designation as a Maths Hub by the NCETM.</p>
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Salary	<p>L13-17 (FTE salary £53,724 - £59,265). We will also consider applications from individuals wishing to work a secondment from their existing employer. In this case we will make a payment of £33,000 to the current employer to cover all salary and employment costs. In both cases we will also pay travel expenses in line with Notre Dame's Travel and Subsistence Policy.</p>
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Purpose of the Job	To provide leadership for all activities of the South Yorkshire Maths Hub
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Responsible To	Director of Hallam TSA
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Responsible For	Ensuring that Notre Dame adheres to its grant agreement with NCETM to operate the South Yorkshire Maths Hub.
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Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	Low
	Degree of Responsibility for Children	Low

Conditions of Employment	Service Level Agreement will be in place between Notre Dame and the seconding organisation.
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- Primary Responsibilities:
- Action plan design and review including financial planning.
 - Mathematical leadership and integrity of the hub in all its work.
 - Lead on the monitoring and evaluation of all hub activities
 - Report as required to the South Yorkshire Maths Hub Senior Link

- Report as required to the South Yorkshire Maths Hub Strategic Board.
- Keep up to date with national and regional issues.
- Develop and maintain good relationships with key partners across the region
- Lead on Maths Hub appointments (eg Assistant Maths Hub Lead, etc) and liaise with Notre Dame Human Resources as appropriate in this regard.
- Represent and promote the hub at national, regional and local events
- Be a strategic partner for each of the Assistant Maths Hub Leads (AMHL), Primary & Secondary Mastery Leads (PML & SML) and the Level 3 Lead (L3L).
- Develop Maths Hub capacity, including AMHLs, PML, SML, L3L and network of Local Leaders of Maths Education (LLMEs).
- Problem solve issues that need addressing.
- Promote collaboration with other hub leads, particularly those in the Yorkshire & Humber and neighbouring regions.

Capacity to support with coordination and administrative work will be provided during a transition period of 1 year by the outgoing Maths Hub Lead and administrative and commercial capacity from Notre Dame staff.

Subsequent to the transition period, it is anticipated that support with coordination and administrative work will be provided by Notre Dame through administrative and commercial capacity as above, and through the appointment of a Maths Hub Coordinator.

The incoming Maths Hub Lead will be responsible throughout for ensuring that staff involved with coordination and administrative work have sufficient training, guidance and information to enable them to discharge their responsibilities.

The principal coordination responsibilities referred to above are itemized below:

- Coordinate the running of all the workgroups
- Manage the Professional Development Lead programme
- Be a key operational and management partner for AHMLs, PML, SML & L3L
- Lead on all aspects of communication
- Lead on all aspects of operational planning
- (Stand in for the MHL as appropriate).
- Manage budget for Maths Hub activities at an operational level
- Meet with MHL to compile RAG reports/ensure all data entered on NCETM reporting templates
- Advertise and recruit membership of events and workgroups
- Design and ensure the success of any hub conferences or events
- Assist in appointing personnel to roles within the Maths Hub
- Oversight of the hub and MHL diary commitments
- Coordinate the meeting cycle
- Liaise with the NCETM on all items of the Maths Hub bulletin.

Additional Requirements of the postholder:

In addition to having personal and professional qualities, skills and experience to discharge the responsibilities outlined above, the successful individual must

- Have the full support of their current employer to be seconded for an equivalent of 2 days per week (term time) to South Yorkshire Maths Hub activities.
- Have the flexibility to attend calendared national Maths Hub events.
- Be fully supportive of the NCETM and Maths Hub activities
- Not have any personal or business interests that conflict with those of the National

Maths Hub programme or those of South Yorkshire Maths Hub

- Have the means to travel within South Yorkshire as required for the role.
- responsibility as the school develops and/or the need arises.

Applications

To apply please complete an application form, available on the school website www.notredame-high.co.uk or by emailing recruitment@notredame-high.co.uk and return this to the school by **12 noon on Friday 15th March 2019**.

If you are applying to take up this role as a secondment from your current employer, your letter of application must be accompanied by a letter from your current employer indicating their support for this secondment.

Interviews are expected to take place on 18th April 2019. Please be aware that for some candidates this interview date will fall in the Easter holidays.