

MHLM Team Role Description Assistant Maths Hub Lead (Secondary)

The purpose of this role is to provide oversight of TfM in secondary schools across the Maths Hub's area, by leading, developing, and providing expertise for, this aspect of the hub's work.

Leadership and management team

Work with the MHLM team to plan how the hub addresses the strategic goal for secondary schools
Participating in MHLM team meetings
Regularly updating MHL on work progress

Strategic boards and partnerships

Identifying leading TfM schools as potential influencers
Reporting to the Strategic Board, as required

Local leaders of mathematics education

Providing support to Mastery Specialists and other Work Group Leads through identifying need, planning, facilitating, and evaluating professional development
Working with MHL to identify, recruit and appoint future Mastery Specialists and other secondary LLME
Nurturing relationships with Mastery Specialist schools, especially Head Teachers and Heads of Department, to secure sustained commitment to TfM.
Supporting Mastery Specialists during the development years of their programme (Years 1 and 2) including reviewing gap tasks, completion of the PD Lead accreditation and developing strategies for developing their own department.
Supporting Mastery Specialists during the Year 3 of their programme (and beyond) when they are acting as WGLs including strategies for supporting the PD of other teachers and supporting departmental developments in other schools

Planning, monitoring and evaluation

Overseeing and co-ordinating the work of Mastery Specialists including planning Work Group activity
Managing the deployment of the Mastery Specialist team
Overseeing other secondary Work Groups and the work of other secondary Work Group Leads
Co-ordinating progress reports from Mastery Specialists and other Work Group Leads
Co-ordinating China England programme.
Planning for developments within secondary provision
Participating in the Secondary TfM Leads peer review process
Supporting all specialists and other Work Group Leads through the evaluation process.

Communication, engagement, and recruitment

Working with school leaders to ensure sustained participation in the Maths Hub offer
Identifying schools suitable for participation in the Maths Hub's secondary programme
Working with the MHL to recruit and retain WG schools
Communicating with and influencing HTs and Heads of Department to consider adopting TfM within their schools

Finance and data management

Having an understanding and knowledge of the payments made to specialists and schools

Working with Maths Hub Network, NCETM and DFE

Participating in Secondary TfML forums and other online communities.
Collaborating with other AMHL (Secondary) across the network