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| **Job Title:**  | Project lead (job share) |
| **Code:**  |  |
| **Salary Range:** | £17,620 Per Annum (TPAT Point 9) |
| **Hours:** | 29.5 hours per week. Term Time Only. Fixed Term until July 2024. |
| **Base:**  | Truro Offices Academy House 2 days per week (1 of which must be a Thursday) and 2 days form home  |
| **Responsible to:** | Maths Hub Lead |
| **Direct Supervisory Responsibility for:** | None  |
| **Important Functional Relationships: Internal/External**  | This is a job share so another member of the team will be working in the role  |

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| **Main Purpose of Job:** |
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| **Main Duties and Responsibilities:** |
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| **Communication, engagement, and recruitment** |
| Developing, implementing, and monitoring a communication strategy for the Maths Hub to enable high quality engagement with schools and colleges regarding Maths Hub activity. |
| Ensuring that the internal communication channels of Maths Hub Network are used efficiently by the Maths Hub (Maths Hub Bulletin, Programme Calendar, Knowledge Base and online communities) |
| Briefing the MHLM team and where necessary LLME on any relevant updates and /or central guidance |
| Investigating external communication tools (Twitter, websites, newsletters) to promote the Maths Hub |
| Creating bespoke communication tools to promote the Hub-Assisting with the creation of newsletters and circulation |
| Planning and organising engagement events |
| Managing the development and maintenance of the Maths Hub website, ensuring it is an up-to-date resource to include all relevant hub activity |
| Supporting the MHL/AMHLs in maintaining relationships with local partners via promotion of their WGs via email or marketing materials |

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| **Strategic boards and partnerships** |
| Scheduling all board meetings at the beginning of the year in line with the terms of reference |
| Managing communication with Strategic Board Chair and board members and producing Strategic Board meeting notes |
| Preparing, compiling, and circulating relevant files and paperwork prior to board meetings, issuing current progress reports for the Strategic Board as required |
| Supporting the MHL/AMHLs in maintaining relationships with local partners |
| **Local leaders of mathematics education** |
| Supporting the Maths Hub Lead to identify LLMEs |
| Providing support to LLMEs in respect to the efficient running of all hub activity; this could include support for the use of online communication tools |

**Shared Responsibilities**

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| **Leadership and management team** |
| Assisting in appointing personnel to roles within the Maths Hub |
| Arranging MHLM Team meetings (either face to face or online) |
| Creating processes and procedures to ensure an efficient and transparent Maths Hub |
| Attending all internal KIT meetings as directed by the MHL |

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| Manage any recruitment processes |
| Manage the diaries of MHLM team in relation to Maths Hub |
| Implement processes and procedures to ensure an efficient and transparent Maths Hub |
| Providing administrative support for the SLL, MHL, AMHL(s), Level 3 Lead and LLME when required by MHL |

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| **Planning, monitoring and evaluation** |
| Working with the MHL on monitoring and reporting on hub progress |
| Supporting the MHL to evaluate work and share impact |
| Participating in PRMs |
| Diary management of hub activity |

**Working with Maths Hub Network, NCETM and DFE** |
| Participating in and attending national MHC forums and online community |
| Providing information to NCETM/DFE as required |
| Working with other local Maths Hub Co-ordinators to promote clear support across the region |

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| **General/Other:** |
| * To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academies and the Trust’s pupils at all times
* To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
* To be aware of and adhere to all Trust policies and procedures
* To be responsible for your own continuing self-development and attend meetings as appropriate
* To undertake other duties appropriate to the post as required
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| **Person Specification:** | **Essential**  | **Desirable** | **Recruiting method** |
| **Education and Training**  | GCSE’s or equivalent to include Maths & English at a C grade or above NVQ in business administration or equivalent experience  | Admin or IT related qualifications at level 3 Typing and word processing certificates  | Application  |
| **Skills and Experience**  | Good standard of practical knowledge, skills and experience of working in an office environmentA practical working knowledge IT applications, inclusive of word, excel and powerpoint Experience of working on website development to add content Excellent customer service and communication skills | Experience of working within a school or similar environment – possibly as business manager or as a project manager in another role   | Application/Interview/Assessment |
| **Specialist Knowledge and Skills** | Good typing and word processing skillGood oral & written skillsStrong organisational skillsHigh level of accuracy and attention to detail Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young peopleDemonstrates an awareness, understanding and commitment to equal opportunities  | Minute-taking skillsMarketing skills  | Application/Interview/Assessment  |
| **Behaviours and Values**  | Ability to work as a team Ability to work independently  |  | Application/Interview/Assessment  |

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| **Special Conditions related to the post** |
| *The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment: Enhanced Disclosure & Barring Service (DBS) Certificate with barred list informationReceipt of two satisfactory employer references one of which must be from your current or most recent employerSatisfactory verification of relevant qualificationsSatisfactory health check All new employees will be required to undertake mandatory training required by the Trust. |

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| **How to apply:** | To down load an application pack or apply online please visit: <http://www.tpacademytrust.org/>Please complete an application form in full and return to: ***recruitment@tpacademytrust.org***Please note that we do not accept CVs. |
| **Contact details:**  | Organisation address (inc postcode): CODE Maths Hub, Truro and Penwith Academy Trust, Academy House, Truro Business Park, Threemilestone, TR4 9LD – codemathshub@tpacademytrust.orgContact detail: Chris GouldEmail: chrisgould@tpacademytrust.orgWebsite: http://www.codemathshub.org.uk/ |
| **Closing date:**  | 11th October 2023 Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful. |