

## JOB OUTLINE

|                    |  |
|--------------------|--|
| <b>Job title:</b>  | <b>Secondary Maths Adviser</b>   |
| <b>Job ref:</b>    | <b>HFL1559</b>   |
| <b>Hours:</b>      | Fulltime at 37 hours per week (part-time or term-time only will be considered)   |
| <b>Salary:</b>     | Up to FTE £61,000 p.a.   |
| <b>Contract:</b>   | Permanent  |
| <b>Reports to:</b> | Head of Secondary Curriculum Services  |
| <b>Team:</b>       | Education Services - Secondary   |
| <b>Location:</b>   | Hybrid working consisting of remote working, flexibility required to work across educational settings in Hertfordshire and neighbouring counties, along with occasional visits to our office in Stevenage. |

## OUR COMPANY

HFL Education (Formerly Herts for Learning) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HFL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

## JOB CONTEXT

Our specialist mathematics advisers are skilled classroom practitioners with a wealth of school improvement experience who work with schools and academies to build bespoke packages of support. Working with mainstream, independent and special schools, our packages of support focus on building the capacity of mathematics subject leaders and improving quality first teaching through strengthening teacher subject

knowledge. We have a proven track record of working effectively to develop approaches that ensure that schools remain at the forefront of outstanding practice.

Advisers deliver central training and present at national and regional conferences and have contributed articles to a range of educational publications. We also enjoy hosting our own conferences.

### **PURPOSE OF THE JOB**

- To raise standards, maximise pupil achievement and improve the quality of teaching and learning of mathematics in Hertfordshire schools
- To maintain and communicate a passion for school improvement, maximising opportunities for all and narrowing the achievement gap for vulnerable pupils
- To maintain an overview of school development, ensuring schools are well informed and that HFL maintains its position as a cutting-edge provider of school improvement services
- To ensure the future of the service by identifying and undertaking trading activities, maximising income and contributing to a team traded target.
- To provide advice, training and bespoke packages of consultancy and support to develop and enhance the teaching and learning of mathematics in Hertfordshire's schools through:
  - Central and localised training e.g. clusters and networks
  - Tailored school-based training e.g. Inset and staff meetings
  - Individual coaching and modelling for middle leaders, classroom practitioners and support staff
  - Tailored packages of continued professional development at both strategic and operational level, these range from individual pieces of work to comprehensive on-going support. Support and training may be delivered face-to-face or remotely.
  - Reviewing mathematics provision within establishments
  - Providing walking-talking mocks for schools
  - Designing and delivering online revision sessions for GCSE and A level
- To liaise effectively with other advisers working in the Secondary Team.

### **MAIN AREAS OF RESPONSIBILITY**

Advisers will need to develop and maintain a high level of knowledge, experience, and skills across the area of mathematics. In addition, they will work with other advisers:

- Providing consultancy to help schools improve standards of achievement in mathematics.
- Providing information, advice and guidance to senior staff, teachers, support staff, parents, governors, and others in schools about curriculum and assessment in mathematics.
- Planning, organising, delivering, and evaluating training for teachers.
- Planning, organising, delivering and evaluating revision sessions
- Liaising, planning, organising and delivering work with the Maths Hub
- Supporting networks of teachers within and between schools.
- Providing current information about statutory requirements and best practice in the teaching of mathematics.
- Representing the HFL at regional meetings as directed by the Team Leader.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

## PERSON SPECIFICATION

### Qualification:

Essential:

- Degree in maths or allied subject
- PGCE or QTS

Desirable:

- Evidence of further study in education.

### Knowledge of:

Essential

- A good knowledge of the National Curriculum for mathematics across all key stages.
- A good knowledge of current examination requirements and performance data across a range of boards.
- Strong knowledge of teaching and learning and innovations in mathematics pedagogy.

Desirable

- Understanding of the role and aims of the Maths Hub.

## Experience of:

### Essential

- Successful leadership experience in a school setting, as a subject leader, senior leader or adviser/consultant to implement change and development in mathematics.
- Successfully observing, monitoring, and evaluating the quality of teaching and learning, including giving feedback to teachers and its impact upon pupil's learning.
- Successfully leading professional development and supporting teachers and schools to improve outcomes for pupils.
- Delivering improvement in exams outcomes or other performance measures.

### Desirable

- Proactively managing the challenges of recruitment and retention.

## Skills and abilities:

### Essential

- Excellent interpersonal, coaching, communication, consultancy, and presentation skills.
- Good writing skills especially to support planning, presentation and curriculum documentation.
- Sound IT competency across a range of software.
- Strong organisational and problem-solving skills.

## EQUAL OPPORTUNITIES

HFL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HFL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Anti-racist position statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HfL post, where we have 2 or more candidates of equal merit,

candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

### **DISCLOSURE AND BARRING SERVICE**

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

### **INTELLECTUAL PROPERTY RIGHTS**

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.