



# Applicant Information Pack

## SHaW (Salop, Herefordshire & Wolverhampton)

### Maths Hub Coordinator



## Headteacher Letter to Applicants

The Priory School is an oversubscribed, 11-16, comprehensive situated in a popular, residential area of the County Town of Shrewsbury. There are approximately 840 students on roll with a six-form entry. The school has an excellent reputation across the county.

Our main school building dates from the late 1930s, with a mix of additional classroom blocks added over time, to cater for the growing needs of the school. Our latest 'Maths Block' opened in 2019 and symbolises our determination to provide our students with a first-class environment, conducive to learning.

As soon as you enter our school you gain a 'feel' for our very special ethos and culture. Students conduct themselves in an exemplary manner and have high expectations of their own and others' conduct, both in and out of lessons. They are a pleasure to teach and be with. We are an inclusive school and value the diversity of our student body. Outcomes for our students are above average and progress over the last three years has improved year on year. We are determined to ensure this remains the case and constantly reflect on all that we do to ensure we continually improve.

We have a vibrant House System that embodies all we stand for and our students participate in a range of activities, in large numbers. The system helps us to celebrate a range of talents and interests, complementing an extensive extra-curricular programme and has become an integral part of 'Priory Life'. We believe education is about developing the individual holistically, not just academically. As a result, we have a rich and broad curriculum, to ensure the development of all our students into **Selfless, Self-Assured, and Successful** individuals.

Our staff are a close-knit team who are dedicated to ensuring our students have the best experience of school life. School leadership are committed to their continued professional development and have placed significant emphasis on staff well-being; reviewing workload to support a healthy work-life balance.

The successful applicant will be joining us at an exciting time of our development, both as a school and as part of an evolving multi-academy trust. They will work within a school, which prides itself on being outward facing, dynamic and aspirational whilst retaining an important feel of the traditional.

If you choose to join the Priory School you will not only benefit from joining an exceptional school, you will greatly benefit from working within an aspirational family of schools. Please take time to view our website <https://priory.tpstrust.co.uk/> for more details.

Alison Pope  
Headteacher



Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School and St Martins, a 3-16 school in North Shropshire. In July 2017, we were joined by Coleham School, a 4-11 school in Shrewsbury and a fourth school, Thomas Adams, joined us in March 2020. Thomas Adams is located in Wem and is an 11-18 comprehensive state boarding school, with approximately 1200 students. In April 2021 we were joined by William Brookes School an 11-18 school in Much Wenlock. We have hopes of further growth in the near future. The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

**“The value of the individual, the benefit of the team”**

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

## Job Description



<b>Title of Post:</b>	SHaW (Salop, Herefordshire & Wolverhampton) Maths Hub Coordinator
<b>Post Status</b>	Fixed term to 31 <sup>st</sup> August 2023 (awaiting confirmation that programme will be extended to Summer 2025).
<b>Grade and SCP</b>	7 SCP 12 to 17
<b>Accountable to:</b>	SHaW Maths Hub Strategic Lead

### Main purpose

- Ensure the smooth coordination of all processes and activities relating to SHaW Maths Hub
- Facilitate effective internal communication
- Line manage Maths Hub Administrative Assistant(s)

### Duties and Responsibilities

#### Leadership and management team

- Assisting in appointing personnel to roles within the Maths Hub
- Arranging Maths Hub Leadership and Management (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 Maths Hub Lead (MHL)

#### 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 (LLME)

- 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

### **Planning, monitoring and evaluation**

- Supporting the MHL in planning activities for each annual cycle including financial planning and evaluation
- Working with the MHL on monitoring and reporting on hub progress
- Supporting the MHL to evaluate work and share impact
- Participating in Performance Review Meetings
- Co-ordinating Work Groups/programme/community plans. Project managing progress, including planning and evaluation reports to The National Centre for Excellence in the Teaching of Mathematics (NCETM)
- Diary management of hub activity

### **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
- 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

### **Finance and data management**

- Creating and managing an efficient process for receiving and approving invoices whilst monitoring payments against budget by project, including procurement of marketing materials and travel expenses
- Carrying out accurate budget and finance procedures and liaising closely with the school finance team
- Issuing relevant information as and when necessary, regarding grants to schools
- Ensuring accurate data recording and adjustments within the Maths Hubs Programme online database (MHPod)
- Ensuring accurate and helpful reports from MHPod are accessible to the MHLM team and the NCETM
- Maintaining up to date reach data and utilising the MH Maps resource
- Procurement of 'best value' for services used by the Hub

### **Working with Maths Hub Network, NCETM and DFE**

- Participating in and attending national Maths Hub Coordinators (MHCs) forums and online community
- Working with other local MHCs to promote clear support across the region
- Liaising with NCETM/DFE as required

**Professional development**

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

**Other Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that the Headteacher feels are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

**Headteacher**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

**Postholder**

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSE's or equivalent, including English and Maths</li> </ul>	
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a busy environment with the ability to respond positively to high work demands</li> </ul>	<ul style="list-style-type: none"> <li>Experience of project management and associated financial administration</li> <li>Experience of undertaking a range of clerical duties and administrative duties, including data input and retrieval</li> <li>Experience in working in the education sector in an administrative capacity</li> <li>Experience of working within the school-to-school support environment</li> <li>Experience with monitoring and updating a website</li> <li>Experience of maintaining and developing databases</li> </ul>
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>Highly developed organisation and administrative skills</li> <li>Confident communicator with excellent interpersonal skills with the ability to interact and communicate effectively with a range of stakeholders</li> <li>Ability to analyse and interpret information and present findings in a clear and concise manner</li> <li>Ability to work to deadlines with high attention to detail and accuracy</li> <li>Good working knowledge of IT packages including Microsoft Office; Word, Excel, Outlook</li> <li>The ability to work autonomously and with initiative</li> </ul>	<ul style="list-style-type: none"> <li>Ability to undertake further training and development as required</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>A positive approach to challenges and change</li> <li>A willingness and flexibility to learn and operate new procedures and systems effectively.</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	

## Further Information

The Priory School is the lead school for Shropshire and Telford and Wrekin's Teaching School Hub (STEP) well as a Maths Hub; this enables the school to evolve through an outward-facing philosophy.

Our Teaching School Hub is a very successful and interesting part of the school – we have around 25 Initial Teacher Trainee graduates, a comprehensive CPD programme (some of which is delivered by our teachers) and we work in close partnership with the former teaching school alliances across both local authorities who are now strategic leads for specific aspects of Hub work. The Hub has a clear remit from the Department of Education to deliver the new Early Career Framework, National Professional Qualifications, Initial Teacher Training and High Quality CPD (in conjunction with Curriculum Hubs and DfE approved CPD providers). This has created exciting opportunities for professional development and career development for staff who work with and for all of the strategic partners, including The Priory School.

Our Maths Hub work, covers Shropshire, Telford and Wrekin, Herefordshire and Wolverhampton, and has seen significant growth and success since its inception in 2014.



## The Appointment Process

Applications will only be accepted from applicants completing the Application Form in full. We do not accept CV's in support of an application.

The Application Form can be found on our website and all applications will be acknowledged.

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications:** 10am Monday 1<sup>st</sup> November 2021

**Shortlisting and Candidate Notification:** Monday 1<sup>st</sup> November 2021

**Interviews:** Wednesday 3<sup>rd</sup> November 2021

If you have any questions based on any aspect of the appointment process, need additional information, please contact Jo-Anne Kewell, PA to Headteacher/HR Administrator, on 01743 284000.

**Please return completed applications to:** Human Resources, at: [hr@tpstrust.co.uk](mailto:hr@tpstrust.co.uk) or applications can be returned to The Priory School Trust, Longden Road, Shrewsbury, SY3 9EE

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people.*

*This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.*