

JOB OUTLINE

Job title:	Primary Maths Teaching and Learning Adviser
Job ref:	HFL1590
Hours:	37 per week, 52 weeks per year
Salary:	FTE £49,000 - £53,000 per annum
Contract:	Fixed-term contract up to 12 months (maternity cover)
Reports to:	Lead Primary Maths Adviser
Team:	Primary Maths Team
Start date:	1 st September 2026
Location:	Hybrid working consisting of working on-site across schools and settings in Hertfordshire and beyond (for around half of the working week on average), plus up to 2 days per week in our Head Office in Stevenage and some remote working.

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 maths advisers are skilled classroom practitioners with a wealth of school improvement experience and primary maths expertise. Our bespoke packages of support for schools and settings focus on building the capacity of maths subject leaders and other school staff, improving provision through strengthening leadership, subject

knowledge and pedagogy. Our in-school support, training offer and resources have a strong reputation for leading to strong outcomes for all pupils.

PURPOSE OF THE JOB

- To ensure strong achievement and outcomes for all pupils in primary maths, through improvements in the quality of teaching and learning in Hertfordshire schools and beyond;
- To maintain and communicate a knowledge of and passion for both maths and school improvement, maximising opportunities for all and narrowing the achievement gap for disadvantaged and vulnerable pupils;
- To provide advice, training, resources and bespoke packages of consultancy to develop and enhance the teaching and learning of maths in primary schools.
- To stay abreast of the current educational landscape and research to continuously refine and innovate, ensuring schools are well informed and that HFL Education maintains its position as a cutting-edge provider of school improvement services;
- To contribute to the future of the service by identifying, developing and undertaking activities that contribute to the team traded income;

MAIN AREAS OF RESPONSIBILITY

The team of Primary Maths Teaching and Learning Advisers maintain a high level of knowledge, experience, and skills in the development of maths within the primary curriculum. The Advisers have a passion for and a commitment to supporting schools to raise the achievement of all pupils.

The role encompasses the following duties:

- To provide support and training to schools, teachers and support staff, developing pedagogical strategies and subject knowledge which raise attainment in maths, focusing on the most disadvantaged and vulnerable pupils;
- To provide bespoke consultancy to primary schools in the development of effective teaching and learning within maths, impacting positively on pupils' outcomes
- To support the development of sustainable systems within schools, through the growth of effective subject, middle and senior leadership which ultimately result in improvements to teaching, learning and outcomes;
- To support with the production of resources and materials that will promote and enhance best practice in schools;

- To report to the Lead Maths Adviser, Head of Primary: Curriculum, Teaching, Learning and Assessment and the Director of Primary Education.

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

Each area essential unless otherwise stated.

- be a qualified, exceptional primary teacher with current classroom experience

Knowledge of:

- the primary curriculum, particularly with respect to mathematics
- the current educational landscape, particularly with respect to mathematics and changes on the horizon
- HFL primary products and services (**desirable**)

Experience of:

- leadership in a primary school, including as a maths subject leader (or senior leader), implementing change and development in maths which has led to impact, including improved outcomes, which can be demonstrated
- observing, monitoring, and evaluating the quality of education (including giving feedback), developing the practice of others, leading to impact on pupil outcomes
- leading professional development and supporting staff to improve outcomes for pupils, within their own school setting and possibly also school-to-school.
- Attending HFL CPD, using HFL materials and/or reading HFL blogs (**desirable**)

Skills and abilities:

Must possess:

- ability to reflect on their own practice and strive for continual development
- ability to motivate and support others to reflect on and improve their own practice e.g. through training and/or coaching
- ability and confidence to present to audiences, both online and in-person
- strong communication and interpersonal skills, with the ability to build rapport and collaborate effectively with diverse stakeholders
- self-motivation and initiative, managing and prioritising a range of commitments and tasks including own diary and efficient time management
- excellent IT skills and be proficient in all aspects of Microsoft Office.

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 based on 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 'tiebreaker' 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.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

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.

HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

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 regarding IP.

APPLICATION PROCESS

For an informal discussion regarding the role, please contact Kate Kellner-Dilks who would be happy to chat to you about the role. Email kate.kellner-dilks@hfleducation.org

To apply, download and complete the HFL application form along with the supporting statement form, explaining how you meet the requirements of the job outline and person specification above.

Email your completed forms to hfl.recruitment@hfleducation.org. Alternately, you can apply via our website: [Join our team | HFL Education](#)

As part of our move towards eradicating unconscious bias within the recruitment process, we will be anonymising your forms.

For recruitment queries, our Central Recruitment Team can also be contacted on the [hfl.recruitment](mailto:hfl.recruitment@hfleducation.org) email address above.

To help HFL Education make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HFL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

Closing date: Friday 8th May 2026 at 9am

Interview date (including task): Tuesday 19th May 2026, face-to-face, in our Stevenage Office.

This job advert may close as soon as sufficient applications have been received. We reserve the right to interview before the interview date should we feel able to appoint an appropriate candidate. To make sure you don't miss out on this great opportunity, please submit your application as soon as you can.