

**Development Lead**

Application Pack

Deadline: 12.00 pm, 26th January 2018

**Our vision:**

For every child to enjoy and succeed in mathematics, regardless of background.

**Our mission:**

To transform mathematics education in the UK. We work in partnership to empower and equip schools to deliver world-class mathematics teaching.

**Our values:**
**Partnership:** We collaborate – across our teams and with our schools – to learn from each other, increase our effectiveness and make the greatest collective difference.

**Excellence:** We strive to be the best in our field and are committed to producing high quality, evidence-based work.

**Compassion:** We care about one another, are mindful of wellbeing and show empathy. We encourage a positive and energetic working environment.

**Growth-mindset:** We are dynamic and focus on progress and continual improvement. We strongly believe in achievement for all.

**Innovation:** Our work is transformative and pioneering. We establish and promote new ideas; challenging the status-quo in order to bring about lasting change.

 **Purpose:** We are dedicated to making a positive difference in mathematics education. We are passionate about mathematics and the role of teachers, and we have unity of purpose.

Dear candidate,

We are delighted that you are interested in the role of Development Lead with Mathematics Mastery.

We believe that every child in every school can succeed in mathematics, and that excellent maths-focussed professional development for teachers is the way to make this happen. Mathematics Mastery was initially developed by teachers in the Ark Schools network, who worked together to develop a curriculum and pedagogy based on international evidence and tailored to UK schools. The approach emphasises problem solving, understanding and mathematical language through using objects and pictures, and evidence-based practice. The partnership now extends beyond the Ark network and includes over 450 schools.

As we continue to grow, we are seeking to appoint an outstanding candidate to further develop our support for schools. There are three main aspects of the role:

* Curriculum Development – developing and revising cutting-edge curriculum and training materials for partner schools. The focus will depend upon experience, but is likely to include both design and development of the Mathematics Mastery curriculum content across primary and secondary programmes.
* Training – preparing and leading world-class training for teachers and leaders.
* School Development – working directly with teachers and leaders in schools around the country to support the implementation of the programme and gather feedback so we can continue to improve our provision.

The exact ratio of the duties will depend on the experience and expertise of the successful candidate. They will have the opportunity to make a real difference and develop professionally in a fast paced and growing organisation.

To apply for the role, please complete the application form, ensuring you address all aspects of the person specification, and send it to recruitment@mathematicsmastery.org.

**The deadline for applications is 12.00 pm on Friday 26th January 2018.** Shortlisted candidates will be invited to interview during the week commencing Monday 5th February 2018.

We look forward to hearing from you soon.

Yours sincerely,

Laura Shenker

Head of Curriculum Development

Mathematics Mastery

**Job Description: Development Lead**

**Reports to:** Head of Curriculum Development

**Salary:** £40,000 - £45,000

**Start date:** April 2018 or September 2018

**Contract:** Permanent, full-time

**Location:** Flexible, dependent on candidate location

**The role**

The purpose of this role is to contribute to the development of the Mathematics Mastery programme offer and support its successful implementation within a portfolio of partner schools. This will be achieved through the development of exemplary curriculum and training materials, and the ongoing coaching and mentoring of teachers to ensure the programme meets the individual needs of staff and students.

**Scope of job**

The Mathematics Mastery partner school population for 2017-2018 is c. 475 schools with the ambition to grow to c. 1,000 schools in 5 years. In 2017-18 the Primary team works with c. 335 schools and the Secondary team with c. 140 schools.

Reporting to the Head of Curriculum Development, the Development Lead will have responsibility for the creation and development of curriculum and professional development materials. They will use research and their pedagogical understanding to inform the curriculum content. The Development Lead will also support a portfolio of schools to implement the programme.

Exact responsibilities, including the balance of curriculum versus school time, will be agreed with the role holder dependent on skills and experience and will be reviewed on an annual basis in line with the organisation’s requirements.

**Key Responsibilities**

**Curriculum and programme development**

* Create and revise curriculum and professional development materials.
* Adapt and create tasks and teaching ideas.
* Trial and adapt tasks in the classroom, through teaching, co-teaching and observation.
* Develop online professional development materials, including training videos, lesson design guidance, teaching presentations and student resources.
* Co-ordinate filming and photography in partner schools to continually update and improve our professional development offer.
* Keep abreast of sector developments, legislative changes and innovative practice on a national and international level and ensure these inform the programme.
* Identify and research best practice locally, nationally and internationally in order to continually improve the approach, ensuring consistency of approach and development of learning across all key stages.
* Contribute to initiatives that improve and extend the reach of the organisation.

**Training and professional development**

* Deliver high quality training workshops and inter-school collaboration sessions.
* Measure the effectiveness of the training delivered and teacher satisfaction.
* Input to the development and implementation of the training strategy, structure, content and delivery.

**School support**

* Support a portfolio of schools to implement the programme:
* Ensure that all pupils meet or exceed national expectations, or if well below level, make significant and continuing progress towards achieving at level.
* Carry out school development visits, observe lessons and give developmental feedback.
* Provide advice and training to school leadership teams, heads of mathematics and teachers to ensure effective implementation of the approach.
* Support partner schools in using regular assessments to monitor student progress and attainment, so that data and evidence inform the development of the programme.
* Work with colleagues across the organisation to ensure the best possible standard of teacher experience.

**Stakeholder engagement**

* Support with identifying and sourcing case studies to demonstrate impact.
* Develop and nurture relationships with identified external partners and stakeholders.
* Interact with the wider mathematics education community, including occasionally presenting at events and conferences.

 **School recruitment and retention**

* Contribute to the success of the annual school recruitment campaign including through leading webinars and information sessions.
* Raise awareness of the programme with teachers and school leaders, including through occasionally speaking at conferences and events.
* Play a supporting role in ensuring that annual school recruitment and retention targets are achieved.

**Person Specification**

**Attributes**

* Genuine passion for mathematics education and belief in the potential of every pupil.
* Vision aligned with Mathematics Mastery’s high aspirations and expectations of self and others.
* Enjoys working in a fast-paced, ambitious organisation.
* A self-starter who is driven to achieve the highest standards.
* Demonstrates resilience, motivation and commitment.
* Excellent interpersonal skills and ability to manage and motivate others.
* Ability to probe, challenge and question appropriately and strive for continual improvement.
* Collaborative working style and strong team player.
* Demonstrated commitment to personal development.
* Personal values are aligned with those of Mathematics Mastery.

**Experience, knowledge and skills**

* Highly effective and confident practitioner.
* At least four years’ teaching experience across at least two stages.
* Up-to-date knowledge and use of the current mathematics curriculum and assessment requirements.
* A proven record of delivering outstanding achievement in mathematics, particularly for pupils with low prior attainment in challenging urban schools.
* Experience of creating innovative and research-based schemes of work, lesson plans and teaching materials.
* Evidence of successfully leading change in a school.
* A proven record of providing professional development to teachers, including coaching, mentoring and training.
* A solid understanding of the education landscape and issues affecting mathematics education.
* Regular and on-going engagement with training and personal development.
* Excellent IT skills across a variety of programme.
* Effective communication, presentation, planning and organisation skills.

**Qualifications**

* Qualified to teach in the UK and qualified to degree level.
* A mathematics qualification/further study desirable.
* Right to work in the UK.

**Training and professional development**

We are committed to the professional development of all members of the Mathematics Mastery team. As Mathematics Mastery is part of the Ark family, staff also benefit from the Ark training and professional development programmes. We also encourage staff at all stages of their career to take advantage of opportunities across the network.

**Other staff benefits**

Alongside our continued focus on professional development, we also offer a variety of other benefits which help our employees plan their finances and look after their wellbeing.

* **Ark Rewards:** Employees can access a wide range of discounts and cashback from high street and online retailers.
* **SmartFit:** Save up to 40% at your local gym, available through Ark Rewards.
* **Workplace pension:** All new joiners will be assessed for auto-enrolment, and if eligible, Ark will make 11% employer contributions to a workplace pension.
* **Employee Assistance Programme (EAP):** A free and confidential advice service offering employees and their families access to a range of services including counselling, financial advice, and even childcare directories.
* **Free sight tests:** All employee are eligible for a free Specsavers sight test, and a discount on glasses if prescribed for work use.
* **Interest Free Loans:** We offer employees up to £5,000 in interest free loans for season ticket or bicycle purchases
* **Childcare Vouchers:** All employees are eligible for tax free childcare vouchers as part of a salary sacrifice scheme

**Equality and diversity**

Mathematics Mastery is committed to a policy of equal opportunity for all staff. We encourage a diverse workforce and aim to provide a working environment where all staff, at all levels, are valued and respected. Discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

To that end, we will not discriminate on grounds of gender, gender identity, race, disability, sexual orientation, religion or belief, age, marriage and civil partnerships, pregnancy and maternity, caring responsibilities, part-time working, or any other factor irrelevant to a person’s work.

Mathematics Mastery’s HR procedures (for example, for recruitment and selection, staff appraisals and career progression) are based on an assessment of an individual’s ability and their suitability for the work. We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

**Safe recruitment procedure**

We are committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

**Disclosure**

We require all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment; this will depend upon the nature of the offence(s) and when they occurred.

**Shortlisting and interview process**

* A limited number of candidates who meet the specification criteria will be invited to take part in the interview process.
* Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.
* Only shortlisted candidates will be contacted.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of three months (which may, in certain circumstances, be extended by up to 8 weeks). The probation period is a trial period, to enable the assessment of an employee’s suitability for the job for which they have been employed. It provides us with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with young people.