



Senior Leadership Staff Job Description and Person Specification

Title:	Primary Maths Project Lead
Working arrangements:	Full time / year round
Location:	West Suffolk and Ipswich
Pay range / point:	Leadership Range [L5-L9, depending on experience]
Responsible to:	Director of Primary Education
Date:	September 2018
Post holder:	

INTRODUCTION

All members of the Samuel Ward Academy Trust ("the Trust") staff are responsible personally and collectively for supporting pupils in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the Core Values at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Intentionally developing pupil' leadership skills;
- Contributing to the wider range of opportunities offered by and for the school community;
- Actively supporting and promoting pupil voice;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;

JOB PURPOSE

The Primary Maths Project Lead will promote and implement strategies for improving attainment in KS2 Maths across the 14 schools involved in the SSIF Project. Working in partnership with a Project Lead colleague, and the project's Steering Group, Maths leaders, Headteachers and KS2 staff in the project's schools, the role involves a strategic overview of the development of KS2 Maths teaching across the schools. This is alongside day to day involvement with Maths teaching in KS2 in the primaries through activity such as coaching, planning, leadership development, modelling strong practice, data analysis, parental engagement workshops, curriculum development, resource creation and leading training.



Based across approximately 7 schools, the postholder will:

Key responsibilities

- Lead initiatives and meetings; sharing, innovating and disseminating good practice, including co-planning and moderation
- Develop and implement resource to improve teaching and outcomes in KS2 Maths
- Utilise evidence-based research on Maths and Meta-Cognition to develop training, including EEF materials
- Develop and lead parental engagement workshops on supporting children with Maths
- Analyse data thoroughly to ensure it is used to improve progress, teaching and learning
- Support and train Maths leaders and KS2 teachers in each allocated academy as needed, ensuring agreed best practice is being followed
- Work with allocated academies to ensure that the curriculum, delivery model and assessments being used are in line with the strategies developed within the project and meet the needs of all students
- Work with academy staff to promote raised attainment and progress measures in Maths
- Provide support to academy leadership teams and subject leaders to address underperformance in Maths teaching
- Identify best practice locally, nationally and internationally in order to refine or bespoke the practice to the needs of the schools within the project
- Ensure that subject knowledge, curriculum understanding and pedagogy are facilitated in allocated academies

GENERAL

1. Actively contribute to and promote the overall ethos and values of the schools and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the schools or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the schools and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Director of Education (Primary) or a member of the Trust Executive Leadership Team which fall within the scope of the post.

PERSON SPECIFICATION

TITLE

PRIMARY MATHS PROJECT LEAD

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>First degree / training certificate.</p> <p>Qualified Teacher Status (QTS)</p> <p>Recent professional development relevant to a senior leadership role in an educational setting.</p>	<p>MAST qualification</p> <p>Other Maths-related recognised qualification</p> <p>Coaching qualification</p>
EXPERIENCE AND KNOWLEDGE	<p>Recent successful experience at subject leadership level within the Primary Phase.</p> <p>Recent successful teaching experience in KS2</p> <ul style="list-style-type: none"> • Curriculum development. • Policy Development. • Subject improvement planning. <p>Evidence of experience in key characteristics of leadership in primary education, including:</p> <ul style="list-style-type: none"> • Making considered decisions and taking responsibility for the outcomes. • Facilitating effective staff learning. • Delegating and sharing leadership. • Encouraging, supporting and motivating people, including pupils, colleagues and parents. <p>Challenging, influencing and motivating others to attain high goals.</p> <p>Record of successfully implementing initiatives to raise standards.</p> <p>Experience of analysing and using assessment data.</p>	<p>Successful leadership of strategic initiatives.</p> <p>Relevant experience in more than one school.</p> <p>Successful and varied teaching experience throughout KS2</p> <p>The ability to work at the head of, and in the midst of, a team.</p> <p>Experience of working within a Multi-Academy Trust</p>



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	Current knowledge of teaching technologies, their use, implementation and impact.	
KEY SKILLS AND ATTRIBUTES	<p>Commitment to an educational provision of the highest quality.</p> <p>Ability to communicate effectively with a wide range of people.</p> <p>Good interpersonal skills.</p> <p>Ability to work under pressure and to time and targets.</p> <p>Ability to prioritise and delegate appropriately, but also knows when to accept support from others including colleagues and governors.</p> <p>Ability to develop and maintain good working relationships.</p> <p>Experience in delivering strategies which encourage parents and carers to support their children's learning.</p> <p>Evidence of commitment to involving parents and the community in supporting the learning of children.</p>	Ability to organise a detailed, multi-layered project.