

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, you may want to review or reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title:	Secondary Senior Mathematics Consultant
Directorate:	CACH Hackney Learning Trust Learning and Standards
Reporting to:	Principal Secondary Adviser
Grade:	PO12

Job description

Purpose of the post:	<ul style="list-style-type: none">• The Secondary Teaching and Learning Consultant will be employed by The Hackney Learning Trust (HLT) and work closely with staff in the School Improvement Service. You will join a well-established team.• The Secondary Teaching and Learning Consultant will be expected to advise and coach Maths subject leaders in leading departments effectively.• To support schools in developing ambition, including the tracking, targeting and the setting of key stage 3, 4 and 5 targets.• To coach schools on best practice for transition and progression.• Leading departmental reviews for Maths and determine areas for development.• Produce detailed school improvement action plans, which are monitored regularly.• Leading learning walks and provide helpful and supportive feedback to Teachers.
Main duties and responsibilities:	<ul style="list-style-type: none">• Advise and coach Maths Subject Leaders in leading departments effectively.• Manage an area of the Secondary Teaching and Learning team's work, as agreed by the Line Manager.• Support Schools in developing ambition, including the tracking, targeting and the setting of Key stage 3, 4 and 5 targets.• Coach schools on best practice for transition and progression.• Plan and deliver subject specific training for secondary Maths teachers and heads of Maths in accordance with the training programme and priorities set down by the LA.• Assist in identifying training needs of teachers and make a contribution to schools and centrally based training related to Mathematics across the curriculum.• Train the HLT secondary teaching and learning team on current Mathematics practice and whole school provision.• Keep abreast of research, developments and legislation in the subject of Mathematics and whole school initiatives.• Represent the LA at national and regional training events• Assist line-manager with the monitoring of both subject and whole school initiative provision.• Provide feedback to line manager on progress and achievement in relation to teaching and the

attainment of pupils

- Provide schools with the core Mathematic standards and framework and train schools on how to use them effectively.
- Coach Mathematics leads and their line-manager in strategic approaches for implementing successful Mathematics across the curriculum programme.
- Lead on a review of Mathematics in schools across the curriculum and offer rigorous learning walks, an audit and a book look.
- Produce an action plan for schools, which is monitored during agreed milestones.
- Schedule and manage regular one-to-one meetings with Maths Subject Leaders to discuss priorities, sales targets, marketing strategies, budgets and training workshops.
- Provide clear guidance, instruction and relevant coaching where necessary.
- Provide regular updates on sales targets of the Mathematics Programme to the Principal Secondary Advisor.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

General requirements:

- Work as a co-operative member within the Learning and Standards division on all aspects of the borough's strategies and to raise levels of achievements across the Secondary phase.
 - The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
 - It is your responsibility to carry out your duties in line with our policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Secondary Teaching and Learning Consultant (English)
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Person Specification

	Essential	Desirable
Qualifications	✓	
1. Educated to degree level.	✓	
2. Qualified teacher status.	✓	
[To add extra rows, right-click in the last row and select Insert > Insert Rows Below...]		
Experience	✓	
3. Recent successful experience for driving forward improvement of a curriculum area in one or more schools: leading, managing, monitoring and developing provision, target setting and action planning, raising standards	✓	
4. Experience of observing and evaluating teaching and giving feedback to a teacher	✓	
5. Experience of training teachers and peers	✓	
6. Experience of line-managing an Mathematics department or small team or individual	✓	
Knowledge/Skills	✓	✓
7. Detailed and up to date knowledge of the National Curriculum Programme of Study for Mathematics and of strategies for improving teaching and learning of Mathematics.	✓	✓
8. Excellent understanding of curriculum and pedagogical issues, including the latest inspection and research findings, relating to KS3/4 and KS5.		
9. Familiarity with KS3, KS4 U& KS5 Curriculum specification.		
10. Knowledge of effective strategies to include and meet the needs of all pupils/groups; disadvantaged, vulnerable, SEND and EAL	✓	
11. Excellent classroom practitioner.	✓	
12. Effective presentation skills, particularly in relation to in-service trainings and running workshops	✓	
13. Good communication skills, both written and oral	✓	
14. Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
15. Good influencing/negotiating skills	✓	
16. Confident use of information and communication technology.	✓	

Behaviours (from our Behaviour Framework)	✓	✓
17. To practice equal opportunities in employment and service provision.	✓	
18. To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
19. To maintain consistently high standards and expectations in all aspects of the post, including customer care, partnerships and collaborations	✓	
20. Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.	✓	
21. Ability to work independently and as part of a team	✓	✓
22. Sensitivity to the needs of others	✓	✓
23. Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others and deal with challenging questions	✓	✓
24. The work setting is a non-smoking environment.	✓	
25. The main office base is Technology Learning Centre, Reading Lane, Hackney (next to Town Hall).		
26. The successful candidate may be requested to work on other Learning Trust initiatives.		
27. The work will require attendance at regional and national events, which may involve some overnight stays and occasional work in the evenings and at weekends.		