



JOB DESCRIPTION

NAME:

POST: Assistant Director – Maths and Problem Solving

GRADE: Executive Leadership Pay Scale

RELATIONSHIPS:

The post holder is accountable to Chief Education Officer in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

The **Assistant Director – Maths and Problem Solving** will contribute to all students receiving an outstanding education. This will include raising standards of student attainment and achievement in Mathematics across all academies and ensuring problem solving skills are developed throughout all key stages and across all subjects.

MAIN DUTIES & RESPONSIBILITIES:

- Develop and oversee the implementation of the Trust's strategic action plan in relation to Mathematics and problem solving and actively support meeting these actions
- Maintain an up-to-date knowledge of national and local initiatives which may affect the Trust's policies and practice
- Raise standards of student attainment and achievement within Mathematics across the Trust's academies
- Systematically analyse trust-wide data to identify patterns and trends
- Be accountable for student progress and development within Mathematics and problem solving
- Develop and enhance the teaching practice of others through coaching, mentoring and effective CPD
- Ensure the curriculum and enrichment provision provides an appropriately broad, balanced, relevant and differentiated curriculum for students
- Be accountable for managing and developing Mathematics and problem-solving skills across the Trust

- Have a strategic overview of Mathematics and problem-solving skills across all academies, monitoring and reviewing the quality of the provision
- Have an overview of student progress and use this data to support schools with the identification of gaps for students and next steps
- Continually review the Mathematics curriculum with the team in order to ensure the students receive the highest quality curriculum
- Ensure that the development of key skills in Mathematics and arithmetic is part of the curriculum in all schools
- Liaise with leaders in each school regarding the support required in coaching and mentoring staff responsible for Mathematics and problem solving. This includes providing support and reporting back to the Director of School Improvement and Chief Education Officer
- Establish clear expectations and constructive working relationships among staff, including through team working and mutual support; devolving responsibilities and delegating tasks, appropriate evaluation of practice, and developing an acceptance of accountability
- Develop common standards of practice within Mathematics and problem solving and develop the effectiveness of teaching and learning styles
- Support with the setting of targets and the developments required to support these targets being achieved
- Evaluate the Mathematics and problem-solving skills in line with the Quality Assurance program, recognise next steps and plan the support required
- Ensure accurate examination entries are made Liaise with external bodies such as higher education, industry, examination boards, awarding bodies and other relevant external bodies, to create effective links with the Trust's academies
- Promoting Mathematics and problem-solving skills events across the Trust and the wider community

OTHER RESPONSIBILITIES:

- Undertake any relevant administration relevant to core responsibilities
- Contribute to the Trust strategy
- Contribute to a Trust culture which is positive, purposeful and professional
- Develop and implement policies and practices, as appropriate, to ensure Trustees are well informed Continue own professional development as agreed with the Trust
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Have regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions Show tolerance of and respect for the rights of others Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs

- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law

In addition, other duties at no higher level of responsibility may be interchanged with or added to this list as required.

GENERAL:

- To promote and support AE's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: **Date:**

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.

Outstanding Achievement for All