School Development Lead - Primary
Mathematics Mastery
Candidate Information Brief
Dear candidate,

We are delighted you are interested in learning more about the role of **School Development Lead** with Mathematics Mastery.

We believe that every child in every school can succeed in mathematics, and that excellent maths-focused 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. It also draws significantly from the curricular principles of Singapore, one of the consistently high performing nations within the field of mathematics education over the past 30 years. The community now extends to over 100 schools beyond the ARK network and continues to develop based on collaboration with these schools.

As we grow, we are seeking to appoint another outstanding candidate to help deliver our professional development programme for schools using the Mathematics Mastery approach. The programme worked with over 30 primary and secondary schools last year and a further 80 schools have joined this year, with plans to expand the community thereafter.

The purpose of this role is to help run an excellent programme for schools and to improve the life chances of children through improving their attainment in mathematics. As a very important member of a small team, the **School Development Lead** will have the opportunity to make a real difference and develop in a fast paced and growing organisation.

If you would like to apply please upload your CV and covering letter at: [https://application.arkschools.net/vacancy/QTyr2LsK](https://application.arkschools.net/vacancy/QTyr2LsK) by 11am on Monday 03 February 2014.

For more detailed information about the role, or if you have any questions, please email info@mathematicsmastery.org or by phoning 020 3116 0793.

We look forward to hearing from you soon.

Yours sincerely,

Helen Drury

Director of Mathematics Mastery
Job description: School Development Lead

Reports to: Professional Development and Curriculum Leads
Start date: Appointments made on rolling basis
Salary: £26k - £34k pa, reflective of teaching experience
Contract: ‘Secondment’, Fixed term or Permanent options available
Term: Part-time or Full time

The role

The purpose of this role is to help run an excellent programme for primary or secondary schools in the Mathematics Mastery network - and improve the life chances of children through improving their attainment in mathematics. This will be done through delivering a professional development programme of excellent quality to our member schools and collaborating with them to further improve the programme.

As a very important member of a small team, working closely with our Professional Development and Curriculum Leads, the School Development Lead will have the opportunity to make a real difference and develop in a fast-paced and growing organisation, with responsibility for a portfolio of schools from the outset.

This job brief illustrates an overview of the roles and responsibilities but it is not an exclusive list of responsibilities.

Key responsibilities

50% in schools

- Support a portfolio of 20 - 30 schools to implement the programme, including supporting formal training, leading collaborative multi-school workshops, and school support visits.
- Provide advice and training to school leadership teams and maths leaders to ensure effective implementation of the programme as part of support visits.
- Work closely with our Professional Development Lead to monitor, evaluate and strengthen the school development programme.

50% office based

- Working with our Curriculum Lead, develop content for our dynamic website for teachers – the website centres around on-going professional development and integrates online training videos, lesson task banks, teaching presentations and student resources. This is core to the programme’s success and involves working collaboratively with schools.
- Identify and research best practice, nationally and internationally to be shared with schools.
- Monitor and report on effectiveness and impact of the programme (based on school development visits) to the Mathematics Mastery team.
**Person specification: School Development Lead**

**Qualification criteria**
- A passion for mathematics education
- Qualified to teach in the UK, with NQT induction year completed by start date
- Qualified to degree level
- Right to work in the UK.

**Experience**
- Proven record in delivering outstanding learning and achievement in mathematics at primary or secondary level.
- Experience of:
  - providing professional development to primary or secondary teachers, including coaching, mentoring and training, for example through staff meetings, INSET (desirable)
  - working with other mathematics educationalists locally, regionally or nationally (desirable)

**Behaviours**

**Leadership**
- Genuine passion and a belief in the potential of every pupil
- High aspirations and expectations of self and others
- Motivation to continually improve standards and achieve excellence
- Excellent interpersonal skills and ability to manage and motivate others
- Effective team member and leader
- Good communication, presentation, planning and organisational skills
- Commitment to the safeguarding and welfare of all pupils.

**Teaching and Learning**
- Excellent classroom practitioner with recent experience of delivering results
- Up to date knowledge of the current mathematics curriculum and assessment requirements
- Effective and systematic behaviour management, presence in the classroom and the ability to inspire pupils
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

**Other**
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- This post is subject to an enhanced Disclosure and Barring Service check.
Mathematics Mastery

At Mathematics Mastery, we believe that every child in every school can succeed in mathematics, and that excellent maths-specific professional development for teachers is the way to make this happen.

We are a not-for-profit organisation and currently work collaboratively with a community of over 100 schools, all at different stages in their journey towards excellence. These schools are committed to raising achievement for their pupils and making maths enjoyable for them. Our schools share a common curriculum framework, aligned to the 2014 national curriculum, with an evidence-based focus on problem solving, understanding and language. We are proud that our Director, Dr Helen Drury, was one of four members of the drafting group for the 2014 national curriculum for primary and secondary.

Our member schools access a wealth of professional development support, both face-to-face and online, through our innovative online teacher toolkit. This professional development is underpinned by a bank of resources that teachers can draw on as starting points to put what they’ve learned into practice each day in the classroom. Schools in the community meet regularly with each other and the team to reflect and share good practice, as well as resources and suggestions.

Feedback has been excellent since launching with our pioneer schools, all of whom saw improved attainment, with many pupils a year ahead of national expectations. All but one of the 2012 cohort applied to continue the approach into Year 2. We are also delighted to be working with the Education Endowment Foundation, the Department for Education and the Mayor of London through the London Schools Excellence Fund, and to be accredited by the National Centre for Excellence in the Teaching of Mathematics (NCETM) for the quality of our CPD.

Find out more at: www.mathematicsmastery.org
A commitment to training and professional development

Mathematics Mastery is a programme that was initially developed by ARK schools and is part of the ARK UK Programmes team. As an employee of Mathematics Mastery, staff will benefit from the ARK training and professional development programmes.

ARK invests significantly in a number of professional development programmes

- The ARK training menu: ARK have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles.
- The Summit: ARK Schools hosts an annual staff training conference in London, bringing together all the staff in the network, facilitated by in-school and central staff.

ARK runs a number of additional programmes, including:

- Aspiring to Headship
- Leading Impact for senior leadership development
- Lead Teachers, aimed at developing the skills of outstanding teachers to improve performance of other teachers
- Outstanding Teachers, aimed at good teachers aiming to improve and embed outstanding practice
- SEN training for new to role and established SENCOs
- New Teacher induction.

We also encourage staff at all stages of their career to take advantage of:

- International visits: recent trips include New York, New Orleans and Singapore
- Career opportunities across the network

ARK Schools is the co-founder of the Future Leaders and Teaching Leaders development programmes.

Other staff benefits

Alongside our continued focus on professional development we also offer a variety of other benefits. These have been chosen to help our employees develop professionally, plan their finances and look after their wellbeing.

- **GymFlex**: Save up to 40% at your local gym
- **Discount scheme**: Employees can access up to £1,000 in savings a year from over 3,000 major retailers
- **Interest Free Loans**: ARK Schools offers 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
- **Healthcare**: A low cost plan gives you money back towards the cost of your optical bills, dental costs and consultations.
ARK safe recruitment procedure

ARK is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies 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
ARK requires 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
Only those candidates meeting the right criteria will be taken forward from application.

Interview
1. Longlisted candidates will be subject to a screening interview. Those shortlisted will take part in an in-depth interview process.

2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

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 six months (which may, in certain circumstances, be extended by up to 10 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 the academy 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 pupils.