



Job Description: Principal Design Lead (Secondary Mathematics)

Reports to: Head of Secondary Mathematics

Location: West London – currently operating an agile working policy with two core days in the office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £44,000 to £52,000 (depending on experience)

About the role:

The Principal Design Lead (Mathematics Secondary) is responsible for the research and development of the mathematics curriculum and PD programmes. They lead and contribute to the development of the concept, produce the resources and materials, and manage curriculum projects within the secondary mathematics programme.

Reporting to the Head of Secondary Mathematics and working closely with the wider team and external suppliers, the role holder plays a significant role in leading on the design of the programme, content creation and project management within the secondary mathematics programme.

Through ensuring the consistent high quality of the Secondary Maths programme, the Principal Design Lead plays a key role in both its reach and impact.

Key Responsibilities:

Senior management

- Contribute to and implement the Secondary Mathematics programme strategy
- As part of the Programme Design team, contribute to design approaches and new ways of working across the programmes
- Lead on identified pan-programme design projects

People management

- Ensure Design Leads, external suppliers and freelancer curriculum writers are trained and briefed and that they are consistently meeting defined goals and objectives to the required standard

Content creation and project management

- Create and revise curriculum, teaching content and professional development materials and teaching ideas
- Follow a rigorous and effective content review process and ensure that quality standards are maintained
- Follow the organisation's content management process including content creation, approval, version control, publication, storage, and archiving
- Liaise with external suppliers
- Ensure rights management policies are adhered to

Commercial leadership and fundraising

- Work with the Schools Development and Ark Network Lead team to ensure our current partners are well supported
- Represent the programme to existing and potential donors
- Work with the sales and marketing teams, ensuring that the benefits of the programme are well understood and communicated to enable AC+ to achieve its growth plans
- Contribute content for strong marketing campaigns



- Respond to escalated customer queries
- Attend events
- Raise awareness of key events

External profile

- Keep abreast of sector and subject developments, legislative changes, research findings and innovative practice on a national and international level and ensure this informs programme design
- Support and contribute to the programme's external profile through building relationships and networks within the relevant education community

Product management

- Maintain a deep understanding of current users' experience to develop a pipeline for new products and/or programme developments in Maths
- Participate in the continual improvement mechanisms established with Ark Schools and our wider partnership of schools
- Under guidance, build proposals for programme structure and design
- Develop and maintain strong implementation plans for new developments, monitoring progress through development, and mitigating any risks to ensure high quality delivery on time

General

- Identify and carry out any other duties which fall within the scope, spirit and purpose of the post as requested



Person Specification: Principal Design Lead (Secondary Mathematics)

Qualifications

- Educated to degree level
- A-Level in mathematics
- Qualified to teach in the UK and qualified to degree level
- Subject specific qualification/further study desirable

Knowledge & Skills

- Understanding of the education landscape and issues affecting education
- At least five years' teaching experience across at least two key stages (KS3–KS4 essential, KS5 desirable)
- A proven record in delivering outstanding achievement in secondary mathematics, particularly for pupils with a range of prior attainment
- Experienced and confident leader with a history of impact in Maths leadership, and of creating an environment and school climate that is conducive to change
- Up-to-date knowledge and use of the current curriculum and assessment requirements and best practice in implementation and delivery of professional development
- Regular and on-going engagement with training and personal development
- Familiarity with graphing software, e.g., Desmos, Geogebra, and Microsoft products including Excel
- Experience managing and tracking projects (desirable)
- Experience using social media to spread brand awareness (desirable)
- Experience in editorial work, design, or proofreading (desirable)
- Experience of providing professional development to teachers, including peer coaching, mentoring, or training (desirable)
- Experience of prioritising and delivering to a high standard, on time and to budget

Personal Qualities

- Vision aligned with Ark Curriculum Plus's high aspirations and expectations of self and others
- A strong and proactive communicator with a collaborative working style
- Team worker, with demonstrated ability to work cross-functionally
- Bringing gravitas, with ability to convey confidence and credibility with senior external stakeholders in your area of expertise
- Excellent influencing skills, with consistent track record of building strong relationships
- Demonstrates resilience, motivation, and commitment
- Enjoys working in a fast-paced, ambitious organisation
- Demonstrated commitment to personal development

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check



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.

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. To read more about Ark's safer recruitment process, please click this [link](#).