



Job Description: Principal Development Lead, Secondary Mathematics (Maternity Cover)

Reports to: Head of School Development (Secondary)

Location: West London – currently operating an agile working policy with two core days in the office with travel to schools when requested

Contract: FTC (August 2023 to July 2024)

Pattern: Part Time (standard hours 22.5 hours per week) would also consider a term-time-only contract

Salary: £42,000 to £52,000 (depending on experience)

About the role:

The Principal Development Lead, Maths Secondary, is responsible for the quality of one-to-one support we provide to schools across the Mathematics Mastery partnership, to ensure that our partner schools achieve as much impact as possible when they implement the Maths Mastery programme.

Relationships are at the heart of this role. As well as supporting high impact implementation across their own caseload of schools, the Principal Development Lead will also manage our network of Associate Development Leads to ensure they feel a valued part of our extended family and are equipped to provide consistent high-quality support to partner schools. The Principal Development Lead will work with peers in other subject teams to improve the design and codification of our school and MAT support model for maths secondary, ensuring that we build strong and impactful relationships with all our partner schools. They will also implement peer learning initiatives and other processes to standardise, and quality assure our maths secondary support, maintaining our supportive and open learning culture.

The Principal Development Lead will also take on other responsibilities appropriate for a key external representative of the maths secondary team, including being the first point of call for the partnerships team to represent the programme in webinars and other sales and marketing activities. The Principal Development Lead will also work as part of a highly collaborative subject team, supporting colleagues with CPD delivery and broader programme design where required and joining team meetings and contributing to the programme direction.

The Principal Development Lead may be asked to take on some MAT central relationships, although as this is a fixed term contract, priority will be given to relationship continuity.

Key Responsibilities:

School Support Design and standardisation

- Work with peers in other subject teams to continue to review and refine the design and codification of our school support offer, to ensure one-to-one support provided to schools in the Mathematics Mastery partnership has the greatest impact on outcomes
- Ensure school support design and guidance makes this an integrated part of our programmes, working alongside our CPD, assessment and other programme elements to drive the best outcomes in schools
- Work with peers in other subject teams to implement peer learning initiatives and other standardisation efforts to ensure a consistent high quality of support
- Seek insights into the quality of maths secondary delivery through surveys and other mechanisms to understand stronger and weaker points, to inform design and standardisation efforts
- Work with peers in other subject teams to implement quality assurance processes



Associate Delivery Leads

- Monitor need and capacity in the delivery of school support to identify upcoming gaps
- Manage recruitment and training of Associate Development Leads (ADLs) as required, cultivating relationships with schools and trusts to support longer-term recruitment
- Manage comms with maths secondary ADLs to ensure that they feel a valued part of our extended family and are motivated and briefed to represent the organisation effectively
- Develop and deliver ADL training for maths secondary to ensure a consistent high standard of delivery
- Manage ongoing relationships with individual ADLs, overseeing their activity and supporting them with challenges they face in their work for us and helping them to continue to develop their practice
- Manage ADL budget and handle contracting, purchase order and invoicing processes
- Ensure feedback and customer insights from ADLs and other delivery partners are captured and feed into ongoing programme development
- Where we have other delivery partners providing school development support, play an equivalent relationship management, contract management and quality assurance role with them

School Development Support

- Provide one-to-one school development support across a portfolio of partner schools based on our codified school support model, tailored as needed to schools' needs, to ensure that they have a good experience and can implement our programmes successfully to gain the intended immediate and longer-term impact
- Build and maintain expertise by engaging with ongoing CPD and keep up to date with programme and sector developments, including legislative changes and innovative practice in your subject and in curriculum development and CPD delivery as a whole
- Build and maintain positive relationships with partner schools to drive high levels of school retention, ensuring proactive, effective, and timely communication and follow-up and sharing high quality notes
- Oversee the production of any bespoke PD and training where agreed with partner schools, using existing resources as a starting point where this can drive greater efficiency, whilst ensuring it meets their particular needs
- Share customer feedback (both positive and negative) through formal channels and capture customer insights informally with the Senior Manager for Delivery for the programme
- Be proactive in flagging areas where schools are uncertain and additional guidance or clarification is needed
- Be on the lookout for case studies or other exemplification from our partner schools that can further demonstrate our impact or enhance our training and PD offer
- Proactively support broader partnerships team priorities, including identifying up-sell and/or cross-sell opportunities and flagging these to the partnerships team
- Manage your time and the scheduling of school support to efficiency in line with the effective management of the charity's financial resources
- Ensure expenditure and expenses are kept within plan and processed in line with policy and procedures
- Keep Salesforce and other records updated as required, tracking agreed measures and coordinating with schools as necessary to support independent evaluations

Broader programme representation

- Be the first port of call for the partnerships team to support partnerships initiatives including leading webinars or information sessions



Key account management

- If/when required, be the lead contact for the person responsible for maths secondary in Multi Academy Trust(s), seeking to understand their priorities, working together to set and implement a plan, and providing regular updates to the trust lead
- Work closely with colleagues managing other relationships within the same key account, as part of a key account team, to build a stronger partnership and to ensure a joined up and high-quality experience for our strategic partners
- Be proactive in identifying viable opportunities to strengthen the partnership and drive high levels of satisfaction and retention
- Proactively seek specific feedback from MAT key accounts to help shape our programme strategy, school support and PD content and sales messages, and ensure this is captured and disseminated

Subject team membership

- Support maths secondary colleagues with broader priorities as needed, including designing programmes resources, and developing training and CPD to an excellent standard in line with internal guidelines
- Feedback insights from school support in subject meetings and contribute to the development of the overall programme strategy
- Make any spare capacity known to the subject team as far as in advance as possible

Person Specification: Principal Development Lead, Secondary Mathematics (Maternity Cover)

Qualifications



- 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
- A proven record in delivering outstanding achievement in (phase subject), particularly for pupils with low prior attainment in challenging urban schools
- Up-to-date knowledge and use of the current curriculum and assessment requirements and best practice in implementation and delivery of professional development
- Record of successfully leading change in a school context
- Track record of providing professional development to teachers, including coaching, mentoring and training
- Experience of managing a budget and managing resourcing
- Regular and on-going engagement with training and personal development

Personal Qualities

- 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

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

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