

Job Description: Design Lead (Mathematics Secondary)

Reports to: Head of Product

Location: Currently operating hybrid working in our West London Office

Contract: FTC (12 months)

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

Salary: £40,000

About the role:

Mathematics Mastery Secondary is a Subject Excellence Programme within Ark Curriculum Plus (AC+). This comprehensive programme of Key Stage 3 curriculum, assessment and professional development materials launched nationally in 2013. This is an exciting time for Mathematics Mastery as we are redeveloping the programme using the most up-to-date research and teacher feedback.

The Design Lead (Mathematics) is responsible for contributing to the research, development, and enhancement of the Mathematics Mastery curriculum and professional development programs. The Design Lead (Mathematics Secondary) will also play a key role in creating and designing program resources and materials.

Reporting to the Head of Products and working closely with the Head of Subject for Mathematics Mastery, the Design Lead (Mathematics Secondary) plays a significant role in content creation and content management within the Mathematics Mastery programme.

The Design Lead (Mathematics Secondary) will engage fully with the continual improvement mechanisms established with Ark Schools and our wider partnership of schools.

Key Responsibilities:

Content creation and management

- Create and revise curriculum, teaching content and professional development materials and teaching ideas
- Implement 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
- Ensure rights management policies are adhered to

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

- Apply Ark Curriculum Plus approaches to product design
- Understand and keep abreast of educational and market research and use this to inform the creation of new curriculum materials

Person Specification: Design Lead (Mathematics Secondary)

Qualifications

- Educated to degree level, with a Mathematics or related degree
- 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
- A minimum of two years of teaching experience across at least two key stages
- A proven record in delivering outstanding achievement in Mathematics, 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
- Regular and on-going engagement with training and personal development
- Ideally, a track record of providing professional development to teachers, for example coaching, mentoring and training

Personal Qualities

- Vision aligned with Ark Curriculum Plus's high aspirations and expectations of self and others
- Ability to follow task and lesson briefs meticulously, and to action required edits and positively receive constructive feedback
- A strong and proactive communicator with a collaborative working style
- Team player with proven ability to work cross-functionally
- Good track record of building strong relationships
- Demonstrates resilience, motivation and commitment

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](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).