



Mathematics  
Mastery

**Design Project Lead  
(Secondary  
specialist)  
Application Pack**

Deadline: 10<sup>th</sup> January 2020

## Our vision:

For every child to enjoy and succeed in mathematics, regardless of background.

## Our mission:

To transform mathematics education in the UK. We work in partnership to empower and equip schools to deliver world-class mathematics teaching.

## Our values:

**Partnership:** We collaborate – across our teams and with our schools – to learn from each other, increase our effectiveness and make the greatest collective difference.

**Excellence:** We strive to be the best in our field and are committed to producing high quality, evidence-based work.

**Compassion:** We care about one another, are mindful of wellbeing and show empathy. We encourage a positive and energetic working environment.

**Growth-mindset:** We are dynamic and focus on progress and continual improvement. We strongly believe in achievement for all.

**Innovation:** Our work is transformative and pioneering. We establish and promote new ideas; challenging the status-quo in order to bring about lasting change.

**Purpose:** We are dedicated to making a positive difference in mathematics education. We are passionate about mathematics and the role of teachers, and we have unity of purpose.

## **Job Description: Design Project Lead (Secondary)**

**Reports to:** Head of Curriculum Design

**Salary:** £40,000 - £48,000

**Start date:** January 2020

**Contract:** Permanent, full-time

**Location:** London

### **The role**

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Mathematics Mastery is a professional development and curriculum provider with a national partnership of schools. We work under the parent organisation, Ark Curriculum Partnerships. This new entity brings together Mathematics Mastery, English Mastery, Science Mastery and the Ark Music Programme. These programmes already work with over 550 schools across the UK to transform the way in which the subjects are taught.

The purpose of this role is to contribute to the development of the Mathematics Mastery programme offer and support its successful implementation within a portfolio of partner schools. This will be achieved through the development of exemplary curriculum and professional development materials, and the ongoing coaching and mentoring of teachers to ensure the programme meets the individual needs of staff and students.

### **Scope of job**

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The Mathematics Mastery partner school population for 2019 - 2020 is over 500 schools with the ambition to grow to c. 1,000 schools in five years.

Reporting to the Head of Curriculum Design, the Design Project Lead will have responsibility for the creation and development of curriculum and professional development materials. They will use research and their pedagogical understanding to inform the curriculum content. The Design Project Lead may also support some schools to implement the programme. While the role will have a secondary/primary focus, the person appointed will also work with colleagues on cross phase projects.

## Key Responsibilities

### Design and development

- Design and revise curriculum and professional development materials to enable students in Mathematics Mastery partner schools to meet or exceed national expectations.
- Make effective use of technology to support the development of curriculum resources, integrating with maths specific software where appropriate.
- Engage with a broad range of pedagogical research and literature to support the creation of new curriculum materials.
- Develop, pilot and evaluate new professional development products and classroom resources including teaching videos, lesson planning guidance and other curriculum materials.
- Co-ordinate filming and photography in partner schools to continually update and improve our professional development offer.
- Keep abreast of sector developments, legislative changes and innovative practice on national and international levels and ensure these inform the programme.
- Identify and research best practice in order to continually improve the approach, ensuring consistency of approach and development of learning across all key stages.

### Training

- Develop research-led content for training to support teachers' professional development.
- Input to the implementation of the training structure and delivery.
- Deliver high quality face-to-face and virtual training sessions.
- Evaluate the effectiveness of the training and input into continuous improvement.

### School support

Support schools to implement the programme:

- Carry out school development visits including observing lessons, carrying out learning walks and giving developmental feedback.
- Provide advice and training to school leadership teams, heads of mathematics and teachers to ensure effective implementation of the approach.
- Work with colleagues across the organisation to ensure the best possible standard of teacher experience.
- Support partner schools in using regular assessments to monitor student progress and attainment so that data and evidence inform the development of the programme.

## **Stakeholder engagement**

- Interact with the wider mathematics education community, including presenting at events and conferences.
- Disseminate key research findings with the wider Mathematics Mastery team and externally as appropriate.
- Support with identifying and sourcing case studies to demonstrate impact.
- Contribute to initiatives that improve and extend the reach of the organisation.

## **Person Specification**

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### **Attributes**

- Genuine passion for mathematics education and belief in the potential of every pupil.
- Mission aligned with Mathematics Mastery's high aspirations and expectations of self and others.
- Enjoys working in a fast-paced, ambitious organisation.
- A self-starter who is driven to achieve the highest standards.
- Demonstrates resilience, motivation and commitment.
- Excellent interpersonal skills and ability to manage and motivate others.
- Ability to probe, challenge and question appropriately and strive for continual improvement.
- Collaborative working style and strong team player.
- Demonstrated commitment to personal development.
- Personal values are aligned with those of Mathematics Mastery.

### **Experience, knowledge and skills**

- Highly effective and confident practitioner.
- At least four years' teaching experience across at least two stages.
- Up-to-date knowledge and use of the current mathematics curriculum and assessment requirements.
- A proven record of delivering outstanding achievement in mathematics, particularly for pupils with low prior attainment in challenging urban schools.
- Experience of creating innovative and research-based schemes of work, lesson plans and teaching materials.
- Evidence of successfully leading change in a school.
- A proven record of providing professional development to teachers, including coaching, mentoring and training.

- A solid understanding of the education landscape and issues affecting mathematics education.
- Regular and on-going engagement with training and personal development.
- Excellent IT skills across a variety of programs.
- Effective communication, presentation, planning and organisational skills.

## Qualifications

- Qualified to teach in the UK and qualified to degree level.
- A mathematics qualification/further study desirable.
- Right to work in the UK.

## Training and professional development

We are committed to the professional development of all members of the Mathematics Mastery team. As Mathematics Mastery is part of the Ark family, staff also benefit from the Ark training and professional development programmes. We also encourage staff at all stages of their career to take advantage of opportunities across the network.

## Other staff benefits

Alongside our continued focus on professional development, we also offer a variety of other benefits which help our employees plan their finances and look after their wellbeing.

- **Ark Rewards:** Employees can access a wide range of discounts and cashback from high street and online retailers.
- **SmartFit:** Save up to 40% at your local gym, available through Ark Rewards.
- **Workplace pension:** All new joiners will be assessed for auto-enrolment, and if eligible, Ark will make 11% employer contributions to a workplace pension.
- **Employee Assistance Programme (EAP):** A free and confidential advice service offering employees and their families access to a range of services including counselling, financial advice, and even childcare directories.
- **Free sight tests:** All employee are eligible for a free Specsavers sight test, and a discount on glasses if prescribed for work use.
- **Interest Free Loans:** We offer employees up to £5,000 in interest free loans for season ticket or bicycle purchases

## **Equality and diversity**

Mathematics Mastery is committed to a policy of equal opportunity for all staff. We encourage a diverse workforce and aim to provide a working environment where all staff, at all levels, are valued and respected. Discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

To that end, we will not discriminate on grounds of gender, gender identity, race, disability, sexual orientation, religion or belief, age, marriage and civil partnerships, pregnancy and maternity, caring responsibilities, part-time working, or any other factor irrelevant to a person's work.

Mathematics Mastery's HR procedures (for example, for recruitment and selection, staff appraisals and career progression) are based on an assessment of an individual's ability and their suitability for the work. We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

## **Safe recruitment procedure**

We are committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we 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**

We require 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 and interview process**

- A limited number of candidates who meet the specification criteria will be invited to take part in the interview process.
- Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.
- Only shortlisted candidates will be contacted

### **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 three months (which may, in certain circumstances, be extended by up to 8 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 us 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 young people.