

## Job Description: Head of Subject – Secondary Maths

**Reports to:** Programmes Director (or Head of Product if the programme is still in pilot)

**Location:** Currently operating hybrid working in our West London Office. Mondays and Tuesdays are office based

**Contract:** Permanent

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

**Salary:** £60,000 to £70,000 (depending on experience)

### About the role:

The Head of Secondary Maths provides authoritative educational leadership for their programme, under the pan-programme leadership of the AC+ Education Director. They are responsible for the educational impact of their programme, both in Ark schools and across the wider partnership, with joint responsibility for outcomes within Ark Schools.

The Head of Secondary Maths will work as an integrated part of an Ark subject leadership team to establish a shared vision for subject excellence that underpins how their programme is understood; and they work across AC+ to ensure this feeds into all elements of implementation support and into how their programme evolves over time.

The Head of Secondary Maths will be part of the hands-on Ark Schools work to improve subject outcomes within the Ark network, with responsibility for school support for Ark schools and a further share of their time directed by the Ark School's Director of Curriculum and Assessment. The Head of Secondary Maths will bring insights from this work back into their programme, building towards our vision of a live and responsive partnership.

The Head of Secondary Maths will lead their subject within the programmes team, keeping the team up to date with educational thinking and coordinating all ongoing programme maintenance including high quality assessment writing. The Head of Secondary Maths are also hands-on working alongside the design team on curriculum writing, pedagogical quality assurance and coaching of design team members.

And finally, they build the programme's external profile, sharing the pedagogical and curriculum thinking and building strong advocates for AC+ approaches.

### Key Responsibilities:

#### **Leadership**

- Contribute to and implement the organisation's strategy and mission
- Work closely with the Product Strategy Director, Education Director and Heads of Product to inform and support the implementation of a programme strategy that contributes to the overall organisational mission, strategy and sustainability
- Lead identified cross functional projects and activities as appropriate
- Present regularly as required to the AC+ Leadership team and Ark Schools' Steering Committee

#### **Educational leadership**

- Keep abreast of sector and subject developments, legislative changes, research findings and innovative practice relevant to their subject, on a national and international level, working with the Expert Advisory Council to stay connected with the wider subject community
- Under the leadership of the Education Director, alongside other Heads of Subject, feed into consistent pan-programme educational approaches, ensuring these approaches are appropriate in the context of their subject, are acceptable to schools across the AC+ partnership and have the support of Ark Schools leadership
- With the support of the Education Director, arrive at a shared understanding with the wider Ark subject team of how these educational principles translate in their subject and phase;

establishing and holding a vision for subject excellence that underpins how their programme is understood and used and evolves over time

- Liaise with the Programmes director and Heads of Product to ensure that the induction process for any new team members shares the pedagogical rationale behind the programme
- Ensure there is a strong ongoing subject-specific learning and development programme for AC+ teams to build and maintain their subject expertise and pedagogical best practice, and to ensure they are fully trained in educational strategies used across Ark Schools and the Ark Learning Institute

### **Prioritisation of programme developments**

- Implement consistent, regular Subject Panels and share notes in a consistent format, in line with structures agreed with Ark stakeholders
- Maintain a rigorous understanding of the implementation, impact and perceptions of their programme to inform educational priorities, through subject panels, detailed review of assessment outcomes, and school visits, feedback from Ark and non-Ark colleagues, review of metrics and data points, and other user feedback mechanisms
- Review and quality assure existing programme resources, developing a contextual understanding of strengths and weaknesses; building alignment with the Education Director and the Ark subject leadership team around clear educational priorities to continue to improve their programme's impact on teaching and learning
- Work closely with the Heads of Product to ensure educational priorities and insights from broader work to improve outcomes in Ark schools are understood and inform wider prioritisation of programme developments, within the wider programme strategy; and that the educational vision and approaches underpinning their programme are understood and reflected faithfully in all developments
- Advise product strategy and marketing and sales teams on how the educational approaches within their programme position AC+ within the wider educational landscape

### **Impact within Ark Schools**

- Provide school support for schools in the Ark Network (initially comprising 16 school visits per year), grounded in AC+'s codified school support model, tailored as needed in collaboration with Ark stakeholders to support Ark schools to implement to a high quality and achieve strong subject outcomes, and to support wider efforts to improve programme impact
- Work under the direction of the Ark Director of Curriculum and Assessment for a further proportion of their time (up to 39 days per year), as part of an integrated Ark Subject Team. This time will be focused on varied activities to build on subject leadership within Ark to improve outcomes in their subject. Examples may include additional school visits (up to a maximum of 25 including the 16 referenced above), developing subject guidance, improving quality of training, additional focused support to improve implementation, quality assuring assessments, or analysing outcomes. This time will not be used for open-ended responsibilities or reactive work such as being the first line of support for priority schools, supporting interventions, teaching specific cohorts, or Ofsted visits
- Build and maintain positive relationships with key Ark School stakeholders to drive high levels of school engagement, ensuring proactive, effective and timely communication
- Keep Salesforce and other records updated as required, tracking agreed measures and coordinating with schools as necessary to support independent evaluation

### **Programme maintenance**

- Work alongside and coordinate subject team members from across the Programmes team to manage routine year-on-year programme maintenance. This includes overseeing high quality assessment writing; "reprint" corrections to keep resources accurate and error-free; ongoing CPD creation and refinements; and management of new and existing community-based programme components including subject-specific content curation for the annual AC+ conference
- Ensure assessment writing is timely, has rigorous quality assurance and is to a consistent high educational standard that meets school and MAT needs

- Ensure findings from efforts to improve outcomes in Ark schools and insights from school touchpoints feed into all components of their programme, working towards a vision of a live and responsive partnership that reflects the distinctive value from our feet on the ground in schools
- Approve the induction, CPD, school support and conference “curriculum” for their subject and sign off content at key milestones and prior to publication
- Work with and through Senior Delivery Managers and Principal Development Leads where relevant to author, review and pedagogically quality assure induction, CPD and school support content as required, ensuring content meets a high education standard faithful to the educational vision and approaches underpinning their programme
- If/when necessary, perform duties of a Senior Delivery Manager, to shape school experience of the programmes through comms and through including mastermind and coordinate creation of high-quality programme CPD

### **New content creation**

- Create clear pedagogical rationale and briefs and train subject team members cross programmes and design as well as external curriculum designers and authors, to deliver a consistently high level of pedagogical content
- Lead pedagogical quality assurance reviews, following guidance as appropriate created by Product Strategy team
- Support the Product Strategy team where required to create mock-ups and prototypes of new programme resources, to support full user testing and an agile development process
- Author resources as required to support new content deadlines, working to scopes and timelines agreed with Heads of Product
- Adhere to rigorous and effective content management processes
- Adhere to internal policies, including design principle guidance and rights and permissions management policies

### **External profile**

- Influence educational policy makers and funders
- Build the programme’s external profile, sharing the thinking on curriculum design and building strong advocates for AC+ approaches, including through building a strong social media presence
- Work with the Heads of Product and Partnerships team as needed, ensuring that the benefits of the programme are well understood and communicated to enable Ark Curriculum Plus to achieve its growth plans
- Contribute content for rich marketing campaigns as appropriate
- Attend and present at relevant events and conferences representing Ark and AC+ approaches
- Lead the subject pedagogical sessions at Ark Network Days and AC+ Conference

## Person Specification: Head of Subject – Secondary Maths

### Qualifications

- Educated to degree level
- Shows a significant commitment to ongoing professional development and specialist qualifications

### Knowledge & Skills

- Minimum of 3 years teaching experience across Key Stages
- Demonstrates knowledge of education developments and best practice in teaching.
- Ability to multi-task and re-prioritise workload quickly
- Strong stakeholder management skills
- Able to actively listen and provide radical candour
- Strong negotiation skills and experience of working with external partners
- Expert communicator
- Strong national network of education experts
- Has a strategic outlook when making decisions, recognising the wider impact
- Understanding of the opportunities and challenges of working in the non-profit sector
- Up-to-date knowledge and use of the current curriculum and assessment requirements and best practice in implementation and delivery of professional development
- Track record of providing professional development to teachers, including coaching, mentoring and training

### Personal Qualities

- An experienced and confident leader with a proven ability to lead and implement change effectively and sustainably
- Ability to probe, challenge and question appropriately and strive for continual improvement
- Highly developed communication and interpersonal skills
- Vision aligned with AC+’s high aspirations and expectations of self and others
- Enjoys working in a fast-paced, ambitious organisation
- Demonstrates 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](#).*

*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](#).*