



## **Job Description: Assistant Principal - Mathematics and Numeracy**

<b>Reporting to:</b>	Principal
<b>Location:</b>	Ark Charter Academy
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Full Time
<b>Salary:</b>	L11- 15 (£54,889 to £60,460 per annum, dependent on skills and experience)
<b>Closing date:</b>	Monday 10 <sup>th</sup> May 2021 at 10am
<b>Interview date:</b>	Applications will be shortlisted on a rolling basis with successful applicants invited to interview on a suitable date

### **The Role**

We are now seeking an Assistant Principal - Maths and Numeracy, who shares our vision for Charter and has the skills, drive, and commitment to help us achieve our ambitions for the school. This role would suit an experienced Head of Department, aspiring to become a senior leader.

The successful post holder will have a key focus on curriculum, attainment, and departmental leadership – combined with some whole school responsibility.

### **Key responsibilities**

- To manage and lead the Mathematics department in terms of curriculum development, assessment and culture & ethos.
- To lead, design and implement a whole school approach to teaching Mathematics and Numeracy skills.
- Lead numeracy whole academy Teaching and Learning projects.
- Contribute to the leadership of the academy and its staff in order to achieve high standards of behaviour and attainment
- Support coordination of vision and strategy for the academy
- Leadership of effective external relationships with community and other stakeholders
- In partnership with the principal and rest of the leadership team, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times

### **Outcomes and activities**

#### **Leadership and Management**

- To fully support whole school aims and objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Facilitate projects, programmes or systems as directed by the Principal
- To line manage all post-holders within the Mathematics department
- Help implement systems that work effectively in combination with whole academy systems and administration
- Help keep systems organised, up-to-date and user friendly for all academy staff
- Line manage particular staff, including target setting, coaching and monitoring.
- To manage staff and resources, ensuring that policies and procedures are adhered to.
- In the absence of the principal and vice principals, to step-up and undertake the professional duties of the principal as reasonably delegated



- Monitor, evaluate and continually improve the quality of planning, teaching, and assessment of all members of the Mathematics team

### **School Ethos and Culture**

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Assisting the Principal in maintaining and developing all that is distinctive in our Church of England school
- Participate fully in the Christian Life of the school
- To develop whole school culture of best practice in Mathematics and Numeracy.
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and students.
- Lead behaviour management in the Mathematics department, securing strong routines for learning, consistent with the academy's policy, and liaising with tutors and parents when necessary
- To engage parents in children's Mathematics and Numeracy.

### **Teaching and Learning**

- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- Teach outstanding lessons that motivate, inspire, and improve student attainment
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Monitor the work of the Mathematics department through rigorous and regular lesson observations, work scrutinies, and provide detailed, constructive feedback
- Lead joint practice development across the faculty subject teams, ensuring that outstanding practice is shared with all staff in the faculty and the wider school, and work with other department heads to exploit cross-year and cross-curricular links
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level
- Plan, deliver, monitor and evaluate the curriculum provision and enrichment for all year groups within the Mathematics department, consulting with the relevant subject leaders
- Monitor the identification of and provision for students with individual needs, and develop differentiated learning and teaching methods and schemes of learning
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications.

### **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the principal.



## **Person Specification: Assistant Principal - Mathematics and Numeracy**

### **Qualification Criteria**

- Qualified to degree level and above in mathematics or related subject
- Qualified to teach and work in the UK.

### **Experience**

- Demonstrable experience of having significantly raised attainment
- Experience of having designed, implemented, and evaluated effective, imaginative and stimulating schemes of work and of leading successful enrichment programmes including establishing a high achieving department within a large school
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
- Experience of interpreting complex student data to drive lesson planning and student progress
- Mastery of and enthusiasm for your subject
- Experience and understanding how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Experience of having worked to support the significant success of others.

### **Behaviours**

#### **Leadership**

- Understands their own contribution to the academy as a whole
- Management style that encourages participation, innovation and confidence
- Strong organisational skills and ability to delegate
- Resilience and motivation to lead the academy through day-to-day challenges
- Strong interpersonal, written and oral communication skills
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

#### **Vision and strategy**

- Vision aligned with ARK's high aspirations and high expectations of self and others
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner-city school and commitment to relentlessly instilling these strategies
- Use of data to inform and diagnose weaknesses that need addressing.

#### **Leading the Learning**

- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

#### **Leading External Relationships**

- Can skilfully manage and maintain effective working relationships with parents and other stakeholders.

#### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Criminal Records Bureau disclosure.