



Mathematics
Mastery

Development Lead

Application Pack

Deadline: 12.00 pm Thursday 26 April

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.

Purposeful: 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.

Dear candidate,

We are delighted you are interested in the role of Development Lead at Mathematics Mastery. The successful candidate will work in either the primary or the secondary phase, dependent on experience.

We believe that every child in every school can succeed in mathematics, and that excellent maths-focused professional development for teachers is the way to make this happen. Mathematics Mastery was developed by teachers in the Ark Schools network in 2012, who worked together to develop a curriculum and pedagogy based on international evidence and tailored to UK schools. The approach emphasises problem solving, understanding and mathematical language through using objects and pictures, and evidence-based practice. The partnership now extends well beyond the Ark network and includes around 470 schools in all regions of the UK.

As we continue to grow, recruiting more partner schools for 2018-19, we are seeking to appoint an outstanding candidate to work with the Mathematics Mastery team to further develop our support for schools. There are three main aspects of the role:

- School Development – working directly with teachers and leaders in schools around the country to support the implementation of the programme and gather feedback so we can continue to improve our provision.
- Curriculum Development – developing cutting-edge training materials and teaching resources for partner schools. The focus will be on either primary or secondary, depending on the successful candidate's experience.
- Training – preparing and leading training for teachers and leaders.

The exact ratio of the duties will depend on the experience and expertise of the successful candidate. You will have the opportunity to make a real difference and develop professionally in a fast-paced and growing organisation.

To apply for the role, please complete the application form, ensuring you address all aspects of the person specification, and send it to recruitment@mathematicsmastery.org

The deadline for applications is 12.00 pm on Thursday 26 April. Shortlisted candidates will be invited to interview during the week commencing 30 April or week commencing 7 May.

We look forward to hearing from you soon.

Yours sincerely,

Helen Williams
Programme Director Mathematics Mastery

Job Description: Development Lead

Reports to: Head of Primary/Secondary

Salary: £40,000 - £45,000

Start date: September 2018

Contract: One-year fixed-term contract

Location: Flexible, dependent on candidate location

The role

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

The Development Lead will be a crucial member of the team and work closely with the Programme Director, Head of Primary/Secondary, and other team members. They will have the opportunity to make a real difference and develop in a fast-paced and growing organisation.

Exact responsibilities, including the balance of school support and curriculum development, will be agreed with the role holder dependent on skills and experience and will be reviewed in line with the organisation's requirements.

Key Responsibilities

School support

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

Curriculum and programme development

- Create and revise curriculum and professional development materials.
- Adapt and create tasks and teaching ideas.
- Trial and adapt tasks in the classroom, through teaching, co-teaching and observation.
- Develop online professional development materials, including training videos, lesson design guidance, teaching presentations and student resources.
- Monitor and evaluate our curriculum and online training materials, using feedback and data to inform the strategic development of the approach.
- Identify and research best practice locally, nationally and internationally in order to continually improve the approach, ensuring consistency of approach and development of learning across all key stages.

Training and professional development

- Plan and deliver high quality training workshops and inter-school collaboration sessions.
- Measure the effectiveness of the training delivered and teacher satisfaction.
- Input to the development and implementation of the training strategy, structure, content and delivery.

Stakeholder engagement

- Support with identifying and sourcing case studies to demonstrate impact.
- Develop and nurture relationships with identified external partners and stakeholders.
- Interact with the wider mathematics education community, including occasionally presenting at events and conferences.

School recruitment and retention

- Contribute to the success of the annual school recruitment campaign including through leading webinars and information sessions.
- Raise awareness of the programme with teachers and school leaders, including through occasionally speaking at conferences and events.
- Play a supporting role in ensuring that annual school recruitment and retention targets are achieved.

General

- Identify and carry out any other duties that fall within the scope, spirit and purpose of the role as requested.

Person Specification

Experience and knowledge

- Highly effective and confident practitioner.
 - At least four years' teaching experience across at least two key stages.
 - 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.
 - A proven record of providing professional development to teachers, including coaching, mentoring and training.
 - A proven record of using research to improve outcomes.
 - Experience of leadership or programme development in a mathematics or education related organisation.
 - Up-to-date knowledge and use of the current mathematics curriculum and assessment requirements.
 - Evidence of successfully leading change in a school.
 - A solid understanding of the education landscape and issues affecting mathematics education.
 - Regular and on-going engagement with training and personal development.
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Skills and 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.
- Excellent IT skills across a variety of programs.
- Ability to work with minimum supervision.
- Demonstrated commitment to personal development.
- Effective communication, presentation, planning and organisation skills.
- Personal values are aligned with those of Mathematics Mastery.

Qualifications

- Qualified to teach in the UK and qualified to degree level.
- A mathematics qualification/mathematics degree or evidence of further advanced study such as MaST, NCETM PD accreditation, Master's degree.
- 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. A programme of professional development supports all staff. We encourage staff at all stages of their career to take advantage of opportunities provided.

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, enabling flexible working arrangements wherever possible.

Equality and diversity

Mathematics Mastery is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination

Other staff benefits

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

- **GymFlex:** Save up to 40% at your local gym
- **Discount scheme:** Employees can access up to £1,000 in savings a year from over 3,000 major retailers
- **Interest free loans:** We offer employees up to £5,000 in interest free loans for season ticket or bicycle purchases
- **Childcare vouchers:** All employees are eligible for tax free childcare vouchers as part of a salary sacrifice scheme
- **Healthcare:** A low cost plan that gives you money back towards the cost of your optical bills, dental costs and consultations

Safer 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

- Candidates who meet the specification criteria will be invited to take part in an in-depth interview.
- Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

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 10 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.