|  |  |  |
| --- | --- | --- |
| Trinity Multi-Academy TrustJob Description | | C:\Users\s.howarth\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LV3TJMXW\White-Rose-Maths-logo-Eventbrite and TES 13 09 17.pnghttp://www.trinitymat.org/wp-content/uploads/2017/09/mathshubs_logo_west_yorkshire-1.jpg |
| **Post Title:** | Secondary Maths Specialist | | |
|  |  | | |
| **Salary:** | MPR/UPR plus TLR2h (£5,043) | | |
|  |
| **Core Purpose:** | 1. *To support the teaching of Maths in secondary provision through high quality, effective CPD and working with secondary school leaders.* 2. *To develop and deliver CPD packages and* ***effectively evaluate*** *the impact of CPD programmes and* ***plan for improvement*** *by managing and effectively deploying all resources within the programme.* 3. *To work with individual teachers to improve their performance* 4. *To work with school leaders to audit requirements, provision and plan for improvements.* 5. *To advise on secondary curriculum* 6. *To produce high quality curriculum materials* 7. *To plan and deliver areas of the Maths Hub Improvement Plan and develop partnership working across the Maths Hub, Teaching School Alliance and MAT.* | | |
| **Reporting to** | Head of External Initiatives | | |
|  | | | |
| **Liaising with** | Executive Principal, Senior Leaders, Teaching School Partners, Principals and Headteachers and other relevant staff and partners, including education providers. | | |
| **Teaching and Learning** | * To support the development and enhancement of Maths in secondary provision across the Trinity Multi-Academy Trust and other clients, through working with individuals and school leaders. * Design, develop and deliver CPD programmes, through individual programmes or whole school sessions. * To undertake a designated programme of teaching and to plan and prepare courses and lessons * To assist in the development of the secondary maths curriculum, providing specialist guidance on resources, schemes of work, marking policies and teaching strategies. * To role model and demonstrate outstanding teaching and where required lead small group teaching (such as intervention in order to meet improvement objectives). * To provide advice on the effective use of data * To keep up to date with national developments in teaching practice and methodology. | | |
| **Leadership and Management** | * Promote a culture of outstanding teaching and learning across Trinity MAT and beyond. * Promote and ensure the delivery of quality standards of training and continuous improvement in all areas of responsibility * To work with secondary school partners to improve outcomes * To deliver School to School Support to secondary clients, as brokered by the Trinity Institute of Education or West Yorkshire Maths Hub * To conduct observations and other learning evaluation strategies in accordance with improvement plans. * To participate in ‘learning walks’ and other learning evaluation strategies in order to identify improvement areas. * Undertake maths ‘audits’, providing school leaders with areas of underperformance and plans and strategies to support improvements. * To develop quality assurance, monitoring and support systems to monitor the quality of training and development provided. * To report regularly on the secondary programme to the Maths Hub Management team and contribute to the Maths Hub strategic improvement plan. | | |
| **Curriculum** | * To advise on the secondary curriculum, as a specialist practitioner. * To actively monitor and maintain up to date knowledge of relevant education policy, developments and initiatives at national, regional and local levels. * To develop appropriate resources, and learning and teaching strategies. * To maintain accreditation with the relevant external and validating bodies. | | |
| **Staff Development** | * To develop and deliver CPD programmes for clients of the Maths Hub (courses or School to School support) * To work with colleagues to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To undertake performance management review(s) and to act as reviewer for identified staff, ensuring CPD needs are addressed. * To welcome other practitioners to observe lessons | | |
| **Assessment/**  **Monitoring and Evaluation** | * To establish common standards of practice within the School Direct programme to develop effective teachers of the future. * To monitor and evaluate the progress of individual trainees towards meeting the overall aims and objectives of the training programme. * To support the establishment of robust target setting, assessment and evaluation processes to establish successes and improvements. | | |
| **Management of Resources** | * To efficiently manage the available resources of space, staff, finance and equipment within the limits, guidelines and procedures laid down; to ensure that equipment and stock is requisitioned, organised and maintained, and appropriate records are kept. * To develop the use of resources (technology, financial) to improve teaching and learning across the academy. | | |
| **Operational** | * To promote teamwork and to motivate staff to ensure effective working relations. * Develop and maintain effect processes for communication and consultation across the Trust. * To act as an ambassador for the Maths Hub, influencing external partners and networks. * To support the Multi Academy Trust, as a specialist practitioner, in the development of the Trust and any transition processes for schools joining the Trust. * To support the Director or Learning in the day-to-day line management of staff within the area ensuring that they follow policies and meet all requirements and deadlines. | | |
|  | | | |
| |  | | --- | | **Other Specific Duties**  All teachers are expected to meet the Teachers Standards, and demonstrate consistently high standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. | | Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the principal to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Executive Principal to reflect or anticipate changes in the job commensurate with the grade and job title.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Name                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Signature                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date | |  | | | | |

|  |  |  |
| --- | --- | --- |
| **PERSON SPECIFICATION** | | |
|  | | |
| **Job Title:** Secondary Maths Specialist | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * QTS & GTC registered * an excellent track record of recent, relevant professional development * accountability for the performance of a cohort of young people * evidence of effective teaching and performance within area of specialism (secondary Maths) | * innovative use of resources * taking accountability for the success of an initiative * experience of providing pastoral support to students |
| **Knowledge & Understanding** | * the principles and characteristics of outstanding teaching and learning * the principles and practices of planning and delivery * effective review and evaluation procedures * innovative approaches to working with students, staff, partners and the local education community * a commitment to inclusive education and safer working practices * the application of ICT, literacy and numeracy to outstanding teaching. | * different methods of consulting with stakeholders |
| **Personal Qualities and Skills** | * ability to inspire confidence in staff, students, parents and others * set high standards and provide a role model for students and staff * enjoyment and commitment to staff development * enjoyment in working with young people * adaptability to changing circumstances/new ideas * reliability, integrity and stamina * vision, imagination and creativity * personal impact and presence * prioritise, plan and organise | * personal ambition and potential for further promotion * determination to succeed and the highest possible expectations of self and others |
| **Communication Skills** | * communicate training programmes and plans * deliver training, CPD and support the development of others * negotiate and consult fairly and effectively * communicate effectively orally and in writing to a range of audiences | * develop, maintain and use an effective network of contacts * motivate all those involved in the delivery team * liaise effectively with other organisations and agencies |
| **Decision Making Skills** | * make decisions based on analysis, interpretation and understanding of relevant data and information * demonstrate good judgement * ability to make difficult decisions, based on data and achievement | * think creatively and imaginatively to anticipate, identify and solve problems |
| **Self Management Skills** | * prioritise and manage own time effectively * work under pressure and to deadlines * reliability, integrity and stamina * resilience and perspective | * achieve challenging professional goals * take responsibility for own professional development |
| **Team Working skills** | * work effectively as a member of a team * deal sensitively with people and resolve conflicts * seek advice and support when necessary | * motivate all those involved in the delivery team * liaise effectively with other organisations and agencies |