

Job Description

Job Title:	East Maths Community Teacher and Associate Standards Leader
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Location:	Inspiration Trust Central Services – with travel across the Trust – Norfolk and North Suffolk
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Job title	East Maths Community Teacher and Associate Standards Leader
Salary Scale	Main Pay Scale / Upper Pay Scale plus TLR (£5,000)
Hours of Work	Full Time (32.5 hours per week)
Weeks Worked	Full Year (52 weeks)
Responsible to	East Maths Community Lead
Location	Inspiration Trust Central Services – with Travel across the Trust

Main purpose of the role

The main aspect of the role will be to resource and deliver the Inspiration Trust and UEA East Maths Community programme alongside the Trust Outreach programme. In addition, the successful candidate, will act as a Maths Associate Standards lead to drive improvements in standards and curriculum, across all schools in the Trust, as part of a high performing team.

- Upholding the aims of the Inspiration Trust and UEA East Maths Community programme
- To design, create and lead on the KS3 Inspiration Trust aspects of the East Maths Community programme.
- To liaise with UEA to ensure consistency of delivery of East Maths Community programme.
- To support the East Maths Community Lead when reporting to the MEF coordinators and comply with all evaluation requests.
- To contribute and develop the Maths Outreach programme for the Inspiration Trust
- To lead on securing exceptional student outcomes across the Trust in the specified subject area
- To teach in our schools in line with strategic priorities
- To be an exceptional classroom practitioner - securing exceptional student outcomes through high impact teaching
- To work as part of the central school improvement and education team, to raise standards in our schools, taking on a key role in the Trust's raising achievement strategy.
- To ensure that the Inspiration Trust is always presented positively.

Organisational relationships

- Responsible to the East Maths Community Lead
- Liaison with Director of Maths, UEA Outreach team, Director of Education, curriculum leaders, teaching and support staff, external agencies and parents/carers.

Principal accountabilities and responsibilities

Overall	<ul style="list-style-type: none"> • To support all aspects of the East Maths Community programme • To support the strategic planning to achieve recruitment targets in East Maths Community schools and to deliver the East Maths Community work. • Maintain regular communication with all East Maths Community schools and colleges. • Regularly meet with the UEA team to plan and monitor the delivery of the East Maths Community programme.
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	<ul style="list-style-type: none"> • Give regular support to the East Maths Community Lead when reporting to the Maths Excellence Fund Board. • Delivering aspects of the East Maths Community programme in schools. • Undertaking any other professional duties, which are reasonably delegated by the Director of Maths • To support the delivery of a vision for Maths, as part of our high performing educational standards and curriculum team. • To contribute to the Trust subject strategy, incorporating school improvement, curriculum development and raising achievement. • To teach whole classes, larger groups, small groups and revision and intervention sessions to an excellent standard, and also offer 1:1 teaching where needed. • To drive forward student achievement and implement school improvement strategies that transform student outcomes. • To drive improvement in curricula, in standards of subject teaching and in assessment in the specified subject across the Trust. • To be a model of excellent practice, maintaining a clear focus on outstanding delivery to all pupils. • To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues. • To write and/or source, evaluate and share resources for teaching. • To support teachers to enable them to improve their practice.
To Support the Director of Maths in:	<ul style="list-style-type: none"> • Developing high quality teaching materials and schemes of work, to be implemented across the Trust as appropriate. • Nurturing and reviewing education expertise across the Trust • Contributing to a Trust-wide team of curriculum leaders, creating a supportive subject community • Supporting subject leaders to enable them to improve their practice. • Playing a role in the Trust's school based Initial Teacher Training programme. • Contribute significantly to Trust wide school improvement strategies and initiatives. • Developing assessments
Accountable for	<ul style="list-style-type: none"> • Work with the East Maths Community Lead to liaise with schools and gain commitment from teachers to participate in the East Maths Community programme. • To support the recruitment of schools to all aspects of the East Maths Community programmes • Providing feedback and updates to the Maths Excellence Fund Board • To support the completion all annual reports and evaluation paperwork as required by the central Maths Excellence Fund organisers. • Securing exceptional student outcomes across the Trust in the specified subject, through their own teaching and delivery

	<ul style="list-style-type: none"> • Provision of high-quality support in the specified subject area, and liaison with other SSLs and curriculum leads, as required to develop curriculum plans, resources and policies. • The assurance that effective procedures are undertaken for recording, monitoring, analysing and acting upon a range of data sets as needed to implement and measure the impact of school improvement strategies. • Ensuring that quality assurance procedures are undertaken rigorously. • Effective liaison across the education, school improvement and academy leadership teams to ensure coherence and effective team working. • Staying informed of current educational development, policies and research as needed to influence and drive school improvement. • Effective partnership relationships with outside agencies • Undertaking any other professional duties, which are reasonably delegated to her/him by the Standards Director • Other specific remits to be agreed with the Standards Director
When Teaching	<ul style="list-style-type: none"> • To follow school policies and systems and uphold and support the ethos and culture. • To follow programmes of work, schemes of learning and exam specifications • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. • To ensure the effective/efficient deployment of classroom (TA) support • To be responsible for the process of monitoring and evaluation of the subject in line with agreed school procedure • To maintain appropriate records and to provide relevant accurate and up-to-date information for registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To monitor pupil progress and use information to inform teaching. • To communicate effectively with the parents of students as appropriate • To follow agreed policies for communications in the school • If necessary, to take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools. • To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To prepare and update subject materials.

	<ul style="list-style-type: none"> • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.
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Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential.
- In any way possible, in accordance with the role, improve standards of education.
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service)

to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status 	<ul style="list-style-type: none"> Evidence of continuous INSET and commitment to further professional development
Experience	<ul style="list-style-type: none"> Excellent subject knowledge and expertise 3+ years of secondary/post-16 teaching experience. Proven track record of achieving excellent outcomes at grade 7+ and/or A Level Experience developing maths resources and materials. 	<ul style="list-style-type: none"> Experience of teaching across multiple schools Experience of leading enrichment activities beyond your own class
Knowledge and understanding	<ul style="list-style-type: none"> Exam specifications Subject-specific current research and evidence-based practice in teaching Curriculum development and design 	<ul style="list-style-type: none"> Understanding of Quality Assurance
Skills	<p>The ability to:</p> <ul style="list-style-type: none"> promote the Trust’s aims positively and use effective strategies to lead and manage. develop good personal relationships within a team. establish and develop close relationships with parents, trustees, Trust senior staff, governors and the community. communicate effectively (both orally and in writing) and be approachable to a variety of audiences. work in an organised manner, committed to the task in hand; 	

	<ul style="list-style-type: none">• Lead and manage highly effective teams.	
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Signature **Date**

Name