



St Joseph

Catholic Multi Academy Trust

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title: Head of Mathematics and Foundational Numeracy

Grade: Leadership (L13-L17)

Area/Section: Central Team

Salary: £69,596 - £76,772

Date Prepared: October 2026

Hours: 37 hours per week

Reporting to: Director of Secondary Education

Contract: Permanent / AYR

Role Purpose and Summary

The Head of Mathematics and Foundational Numeracy will lead the improvement of mathematics and foundational numeracy across the St Joseph Catholic Multi Academy Trust, with a particular focus on Key Stage 4 attainment and progress. Working predominantly in our academies, the postholder will provide visible support to pupils, teachers and leaders through coaching, modelling, curriculum development, intervention and quality assurance, in order to build capacity in departments and secure sustained improvement across the Trust.

Key Responsibilities and Accountabilities

Curriculum and Improvement:

- Lead the Trust's mathematics improvement strategy, with a clear focus on KS4 attainment, progress, Basics 4+ and Basics 5+.
- Develop and implement a stronger SJCMAT KS4 mathematics curriculum, with clear sequencing, progression, fluency, reasoning, problem-solving and examination readiness.
- Strengthen assessment and standardisation across KS3 and KS4 so that leaders can identify gaps, misconceptions and examination readiness accurately.
- Establish consistent approaches to feedback and mathematical error analysis so that pupils act on feedback and teachers adapt teaching.
- Strengthen foundational numeracy, including number sense, calculation fluency, mathematical language and vocabulary, confidence with number and transition from KS2 to KS3.
- Report termly on impact, including attainment, progress, Basics, intervention, curriculum implementation, quality-assurance findings and leadership capacity.

Classroom Impact and Pupil Outcomes:

- Work directly with pupils through teaching, modelling, diagnostic work, intervention and examination preparation.
- Work directly with staff through coaching, co-planning, professional development, curriculum support and leadership challenge.
- Improve teaching through focused lesson visits, modelling, co-planning, instructional coaching, diagnostic assessment, hinge questions, responsive teaching and effective feedback.
- Lead and quality assure mathematics intervention, including Year 11 raising-attainment plans, small-group tuition and targeted support for disadvantaged pupils, pupils with SEND and pupils with weak prior attainment.

Trust Leadership

- Support Trust Reviews, Team Around the School meetings, Board reporting, Education Reports and other quality-assurance activity where mathematics is a key line of enquiry.
- Lead the Mathematics Subject Network as a practical improvement mechanism focused on curriculum, assessment, classroom practice, standardisation and outcomes.



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- Use Trust-wide time to analyse performance, develop resources, coordinate improvement work, lead the network, quality assure implementation and report impact.
- Coordinate work with Ark Curriculum Plus, Pearson, Maths Hubs, NCETM and other partners so that external support is coherent and adds value.

Capacity Building:

- Support the onboarding of secondary schools joining the Trust by reviewing provision, agreeing priorities with leaders and supporting alignment with SJCMAT expectations in a way that reflects each school's context.
- Develop Heads of Mathematics, second-in-department leaders, teachers and ECTs in each academy so that improvement is owned and sustained by schools, rather than being dependent on one individual.

General Responsibilities

- Follow all Trust policies and procedures relating to statutory requirements including safeguarding, health and safety and data protection
- Participate in performance and development review processes
- Develop and maintain positive relationships with staff, pupils, parents and external stakeholders
- Maintain confidentiality at all times in respect of school-related matters
- Undertake such other duties as are appropriate to the grade of the post

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.



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PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

	Essential	Desirable
1. Qualifications and Training		
Hold Qualified Teacher Status (QTS)	✓	
Relevant higher education qualification	✓	
Evidence of ongoing professional development	✓	
Minimum of 5 GCSE (including Mathematics and English) at Grade A-C or Equivalent.	✓	
2. Knowledge and Experience		
Proven track record of securing sustained improvement in KS4 mathematics outcomes as a Head Department or Senior Leader.	✓	
Knowledge of mathematics pedagogy, assessment and curriculum design across Key Stages 3 and 4.	✓	
Experience coaching and developing teachers and leaders at every level.	✓	
Experience analysing performance data and translating evidence into highly effective improvement strategies.	✓	
3. Professional and Personal Qualities		
Commitment to safeguarding and confidentiality	✓	
Professional, calm and organised approach	✓	
Ability to manage competing priorities	✓	
Strong interpersonal and team working skills	✓	
Flexibility and willingness to adapt	✓	
Commitment to high standards and continuous improvement	✓	
A commitment to the Trust's core purpose around giving children the best possible Catholic education	✓	
Commitment to high educational, professional and personal standards, acting with integrity and honesty to safeguard the financial probity and reputation of the academy	✓	
Understanding of promoting positive relationships with the wider academy community	✓	
Thinks and acts strategically by reflecting and analysing and making sound ethical judgements	✓	
Works to high levels of accuracy	✓	

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.

Disclosure of Criminal Record:

The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	
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	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A
The employment checks are required:			
	Evidence of entitlement to work in the U.K.	✓	
	Evidence of essential qualifications – section 1 of PS	✓	
	Two satisfactory references	✓	
	Confirmation of medical fitness for employment	✓	
	Registration with appropriate bodies (where applicable)	✓	