

MATRIX ACADEMY TRUST
Job Description
School Improvement Specialist (Maths)

Reports to:	Deputy Director of School Improvement
Responsibilities and Duties	
Strategic Development	<ul style="list-style-type: none"> Promote the vision, values and ethos of Matrix Academy Trust across all Matrix schools and beyond, having the highest of standards in order to secure the best possible outcomes for all pupils. Contribute to the development of an established, successful team. Lead, plan for and implement mathematics knowledge, skill and concepts.
Purpose of Role	<ul style="list-style-type: none"> Support the leadership of maths across the Trust and in schools beyond Matrix. Focus on leading the development of maths curriculum and teaching, achievement and inclusion. Lead and support the effective use of maths data across the Trust to continually improve the achievement of all pupils. Support other School Improvement priorities across the Trust as identified. The role is responsible for supporting and developing the leadership capacity of schools to ensure ongoing improvement.
Curriculum and Teaching (maths)	<ul style="list-style-type: none"> Design, construct and quality assure maths curriculum and assessment packages across Trust schools in order to improve maths outcomes across all schools. Quality assure the implementation of maths curricula and identify next steps, through schools' teaching principles. Support leaders in embedding the school teaching and learning principles in all maths classrooms. Ensure appropriate action and intervention is in place, where needed, following quality assurance. Support leaders in action planning for their maths faculty following quality assurance and review. Support leaders with the planning, delivery and quality assurance of maths CPD, with a focus on collaborative planning. Plan, deliver and quality assure strong lessons and masterclasses following data analysis, where a need may arise.
Knowledge and Experience	<ul style="list-style-type: none"> Applies their own successful experience to drive maths outcomes across all schools in the Trust, and beyond. Applies experience in the leadership of schools to school improvement planning, intervention in schools facing challenging circumstances and the development of educational leadership teams. Applies experience in change management and leadership training to target improved performance. Applies knowledge of educational assessments to support the delivery of pupil assessment, achievement initiatives and programmes.
Decision Making and Problem Solving	<ul style="list-style-type: none"> Monitors adherence to agreed educational standards and structures within allocated schools, advising on and escalating any issues to the Deputy Director of School Improvement. Work with the Deputy Director of School Improvement and schools' leadership teams to monitor and evaluate the academic performance, leadership and management of the Matrix schools.

https://matrixacademytrust-my.sharepoint.com/personal/mthomason_matrixacademytrust_co_uk/Documents/Other/Documents/Downloads/40D660F9-95A6-443F-ADC6-B660DBBF4986.docx

	<ul style="list-style-type: none"> • Works as part of the School Improvement team and school leadership teams in ensuring transformational change, up-skilling core staff through advising/mentoring/coaching to build internal leadership capacity. • With other leaders, ensures that the curriculum is broad, balanced and effective, within Trust parameters, while ensuring local flexibility. • Supports school-to-school collaboration by working with colleagues to improve academic achievement. • Works to develop and promote the Trust's vision, priorities and strategies for achievement and long-term success through operational objectives which are understood by all relevant parties.
People Leadership/Development	<ul style="list-style-type: none"> • Drives to create a culture of high expectations, supporting maths leaders to improve standards across all departments. • Advises on the appropriate teaching and leadership CPD. • Create a climate where leaders and teachers are empowered to achieve success through appropriate delegation of responsibility and accountability in a supportive environment. • Develops talented and motivated maths leadership teams in Matrix academies. • Promotes a positive culture so schools adopts behaviours that exemplify the Trust's values. • Builds own leadership capacity and takes responsibility for own professional development by actively engaging with and seeking out areas for improvement. • Promotes the wellbeing of all staff. • Works and liaises effectively with School Improvement leadership to identify broader areas of improvement and identify opportunities for progression.
Influencing and Managing Relationships	<ul style="list-style-type: none"> • Fosters a culture of collaboration by actively participating in networks and exploring opportunities for academies to engage with, and work with other academies in the interest of school improvement. • Supports the partnership and networking of leaders to share and promote best practice and to support each other with challenges. • Works with other members of the central team to promote Matrix schools as the schools of choice in the local community.
Additional	<ul style="list-style-type: none"> • Attend Trust Leaders' meetings/Conferences/Parent Advisory Forums/Progress Reviews/Matrix Trust Board meetings as and when required. • To play a full part in the life of the Trust and school communities, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example. • Any other duties as directed by the CEO/Director of Educational Standards/Deputy Director.

This job description may be amended at any time, following consultation between the CEO and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

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The CEO retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by School Teachers Pay and Conditions Document not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

MATRIX ACADEMY TRUST
Person Specification
School Improvement Specialist (Maths)

This person specification lists the competencies expected of the School Improvement Team specialist.

1	Skills, knowledge and aptitudes	The Matrix School Improvement Team specialist should be able to provide evidence of the following:	Evidenced in application form
		• Strong knowledge of educational policy developments and implication for in school practices.	
		• Detailed knowledge of effective school improvement practices.	
		• Extensive knowledge of effective intervention strategies to impact on school standards.	
		• Broad experience of analysing education data to inform successful education delivery.	
		• Extensive knowledge of curriculum development, implementation, evaluation and effective assessment techniques.	
		• Producing reports which strategically review and evaluate resources and performance.	
		• Being skilled in using a range of techniques to ensure effective collaboration across schools/academies.	
2	Qualifications and Training	The Matrix School Improvement Team specialist should have:	
		• Degree level education with QTS.	
		• Relevant postgraduate qualifications.	
		• Evidence of a commitment to continuous professional development.	
3	Experience	The Matrix School Improvement Team specialist should be able to produce evidence of:	
		• Experience of delivering strong maths outcomes, both as a teacher and a leader	
		• Senior leadership experience	

		<ul style="list-style-type: none"> Managing and leading complex changes across a school or group of schools. 	
		<ul style="list-style-type: none"> Evaluating the performance of the leadership and management of a school/academy. 	
		<ul style="list-style-type: none"> Working collaboratively across a group of schools with the impact on outcomes for children evidenced as a result of this work. 	
		<ul style="list-style-type: none"> Developing and motivating senior leaders to achieve success. 	
4	Personal attributes	The Matrix School Improvement Team specialist should:	
		<ul style="list-style-type: none"> Have high expectations for themselves and the people they work with. 	
		<ul style="list-style-type: none"> Be committed to providing a high quality service to the academies. 	
		<ul style="list-style-type: none"> Be adaptive and responsive to change. 	
		<ul style="list-style-type: none"> Possesses excellent written and oral communication skills. 	
		<ul style="list-style-type: none"> Have high level interpersonal skills with the ability to inspire and motivate others. 	
		<ul style="list-style-type: none"> Be creative in their approach to problem solving. 	
		<ul style="list-style-type: none"> Be an excellent team player. 	
5	Other	The Matrix School Improvement Team specialist should:	
		<ul style="list-style-type: none"> Be committed to the Trust's vision and ethos. 	
		<ul style="list-style-type: none"> Be able to work at times convenient to other stakeholders, including evening meetings. 	
		<ul style="list-style-type: none"> Be able to travel to all academies in the Trust. 	
		<ul style="list-style-type: none"> Be able to be deployed as appropriate by the CEO. 	