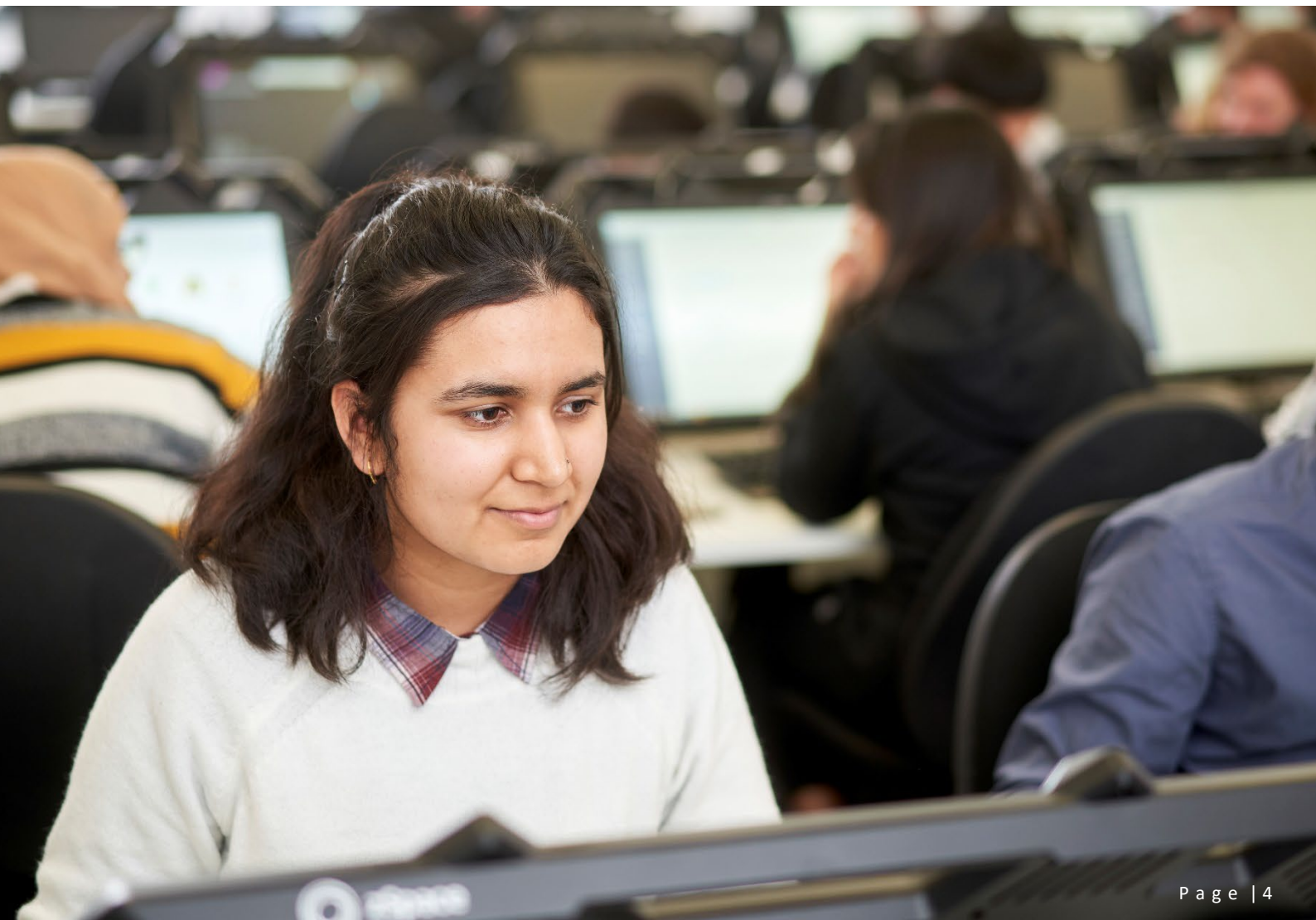


Head of School Job Details

Aston University Mathematics School (AUMS)

Terms and Conditions

Working Hours	Full-Time
Tenure	Permanent subject to the funding agreement being in place. The funding agreement is expected to be signed in the autumn term 2024. Consequently, an assurance will be given that the salary for the post will be underwritten for two terms from 1st September 2025.
Salary	Head of School Designate – AUMS Leadership Scale Point SL13 £71,087 Head of School upon opening - SL14 £72,775 – SL18 £80,263 *Based on 2023/24 figures and subject to any national COL rise agreed by the board.
Pension Scheme	You will automatically become a member of the Teachers' Pensions Scheme (unless you opt-out). Further details are available at https://www.teacherspensions.co.uk/members/member-hub.aspx



AUMS Head of School Job Description

Job Title: Head of School (Designate)

Accountable to: Executive Principal

Core Purpose:

The Head of School (Designate), under the direction of the Executive Principal, will be responsible for leading the pre-opening and establishment of the new Aston University Mathematics School (expected opening September 2025). Following which the substantive role of Head of School will provide the leadership and management of Aston University Mathematics School in line with the vision of the trust and manage the day-to-day running of the school.

Key Responsibilities:

Strategic direction and development of the Maths School

Responsibilities are:

1. Work with the Trustees, Aston University and the wider Maths School community, to determine and fulfil the School's mission.
2. Work with the Trustees, in formulating the educational aims, objectives and targets of the Maths School and policies for their implementation.
3. Draft a Strategic Plan with the Executive Principal.
4. Lead with the Executive Principal the effective pre-opening of AUMS in line with DfE policy and procedures.
5. Ensure with the support of the Executive Principal and working alongside the DfE that the development of the Maths School site is in line with the expectations and needs of the Maths School.
6. Ensure that the management, organisation and administration of the Maths School support its vision and aims and are consistent with likely funding levels.
7. Lead with the Executive Principal the recruitment of staff for the Maths School
8. Lead the marketing and recruitment of students for the Maths School
9. Report to the Pre-Opening Group/and or local governing body on progress against key pre-opening milestones and KPIs.
10. Implement the Trustees' policies on Equality & Diversity and Health & Safety.
11. Build a close and cooperative relationship with Aston University and linked employers to pursue the mission of the School.
12. Represent and promote the Maths School.

Leadership and Management

Responsibilities are:

13. Manage senior and middle leaders, developing a professional culture amongst all staff at the Maths School
14. Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
15. Manage the school's budget and resources alongside the trust's Executive Principal and Finance Director
16. Implement the trust's appraisal policy and other management processes and systems
17. Monitor and evaluate the performance of the Maths School and its achievements, responding and reporting to the Trustees as required.
18. Motivate staff and students through interest, encouragement and recognition of their unique value.
19. Lead the induction of new staff.
20. Lead the development for all staff of professional knowledge, skills and abilities including those necessary for career development.
21. Facilitate the provision of professional advice, support and training.
22. Support the implementation of trust-wide policies and school-level policies
23. Undertake self-evaluation and Maths School improvement planning alongside the trust-wide strategy, to improve areas of weakness in the Maths School.
24. Support the recruitment of teaching and non-teaching staff where necessary in co-ordination with the Executive Principal.

25. Provide training and continuing professional development (CPD) opportunities for all Maths School staff
26. Identify areas of progression and promotion for staff that support succession planning for the Maths School
27. Take a leading role in developing positive behaviour and in ensuring that strategies are in place to remove barriers to learning.
28. Support the development of the MAT where necessary in co-ordination with the Executive Principal.
29. Support the leadership of the Maths School's Combined Cadet Force and Tri-Service partnerships
30. Deputise for the Executive Principal and other senior trust staff.

Quality of Education

Responsibilities are:

31. Promote, establish and sustain high educational and academic standards.
32. Ensure that the curriculum offer for students with an exceptional aptitude and passion for maths is excellent and stretching.
33. Lead staff to promote high quality teaching across all subjects
34. Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the Maths School.
35. Make sure the Maths School's assessment system is fit for purpose and provides teachers with useful information about pupils
36. Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the trust and area.
37. Monitor the Maths School outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs.
38. Make sure standards of behaviour are high to foster an environment in which learning can thrive
39. Ensure that students have an extensive and high quality extra-curricular offer.
40. Extend and embed contextualisation with the Maths School curriculum and wider activities through fostering of partnerships with key STEM employers, Aston University and wider industries.
41. Participate in and oversee the Maths School's outreach programme.
42. Participate in the delivery of teaching.
43. Support the careers curriculum of the Maths School and the promotion of progression to STEM pathways.
44. Ensure that all students experience the Maths School as a safe and welcoming community.
45. Put in place excellent pastoral support for students including the arrangements to support the welfare of the most vulnerable students.
46. Ensure all students are treated with respect, free from any form of discrimination or intimidation and supported to achieve and progress whatever their particular individual needs.
47. Ensure high standards of discipline for the well-being of students and staff and to maximise learning and progression.
48. Ensure the Safeguarding Policy (including the 'Prevent' agenda) is implemented and there exists a strong culture and practice of safeguarding.
49. Instil a culture that celebrates and values a diversity of beliefs and cultures whilst challenging prejudice and intolerance.
50. Ensure that the Health, Safety and Welfare policy is fully implemented in the school.

Communication

Responsibilities are:

51. Build an effective partnership between parents and the Maths School;
 - a. provide information about the progress of their children;
 - b. other matters relating to teaching methods and organisation.
52. Work with the board of trustees and Executive Principal to keep them informed of the financial and educational performance of the school, giving them what they need to provide support and challenge.
53. Attend any relevant trustee meetings and sub committees including responsibility for the preparation of papers and agenda for Local Governing Board and Industry Advisory Group.

54. Help to build on the vision of the trust and share with colleagues across the trust how this is being demonstrated in the Maths School.
55. Contribute to reports to the Executive Principal or board as necessary
56. Develop and maintain positive relationships with partner schools.
57. Promote continuity of learning, progression of achievement and curriculum development
58. Undertake relevant external communication to stakeholders including Aston University, DfE, ESFA and the U-Maths Network.

Managing resources

Responsibilities are:

59. Contribute to the budget setting, cash-flow management and all other financial management processes with the Executive Principal and Finance Director
60. Ensure value for money in any delegated financial responsibilities for purchasing and procurement
61. Ensure the efficient and effective use of Maths School resources in line with the ESFA Academy Trust Handbook.

Other Responsibilities:

62. The Head of School will be required to safeguard and promote the welfare of children and young people, and follow school and trust policies.
63. Please note that this JD is an illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Principal.

AUMS Head of School Personal Specification

Experience/Knowledge	Essential	Desirable
Successful experience of teaching Mathematics	✓	
Successful management experience including conducting performance reviews, working with budgets, creating and maintaining systems.	✓	
Experience of developing and delivering outreach activities		✓
Outstanding Mathematics/Applied Mathematics knowledge (Degree level or higher)	✓	
Successful Experience of teaching 16-19 Further Mathematics and/or STEP		✓
Experience as Head of Mathematics, Assistant Head or Deputy Head		✓
Experience of working in schools	✓	
Experience of working with networks and / or employer partners		✓
Involvement in CPD in mathematics education or management		✓
Education, Qualifications and Training	Essential	Desirable
Good Degree in a STEM subject such as Mathematics, Physics, Engineering or Computer Science	✓	
Post Graduate Degree in Mathematics, Mathematics Education or Mathematics related subject		✓
PGCE/QTS/QTLS		✓
NPQSL or NPQH		✓
Personal/Skills/Attributes	Essential	Desirable
Ability to relate to and inspire students to develop their talents	✓	
A genuine passion for the teaching of Mathematics at the very highest level to the most gifted youngsters	✓	
Ability to enthuse and innovate	✓	
Proven track record in leading and inspiring others	✓	
Ability to communicate vision in an exciting way to potential students, parents, funders, universities, etc...	✓	
The ability to build excellent and fruitful relationships with partner organisations and external bodies	✓	
Excellent verbal and written skills with impeccable attention to detail	✓	
Positivity resilience, reliability and integrity	✓	
Have a commitment to Equality/Diversity and Safeguarding of young people and vulnerable adults	✓	
Have Disclosure and Barring Service Clearance (following appointment)		