

Job Description: Principal Design Lead (Maths Mastery Secondary)

Reports to: Head of Product

Location: Currently operating hybrid working in our West London Office

Contract: Fixed Term (until March 2028 – subject to change)

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £50,000 to £60,000 (depending on experience)

About the role:

The Principal Design Lead (Maths Mastery Secondary) is responsible for inputting into and implementing best practice and the programme educational vision in new developments in the secondary maths programme. They understand classroom best practice, how the programmes are used in Ark and partner schools, any gaps or needs, and they contribute to the development of the concept, create and revise the resources and create new developments across the components of the programmes. They also select, train and manage a team of high-quality curriculum and assessment writers, including internal design leads, to create content, ensuring adequate briefing and quality control.

Through ensuring the consistent high quality of the secondary maths programme, the Principal Design Lead plays a key role in both its impact and reach.

Key Responsibilities:

Content Creation and Management

- Create and revise curriculum, teaching content, assessments and professional development materials and teaching ideas.
- Identify and select high quality curriculum and assessment writers to create content, ensuring adequate briefing and quality control.
- Manage relationships with external curriculum and assessment writers including contracting, managing and quality control.
- Implement a rigorous and effective content review process and ensure that quality standards are maintained.
- Ensure content management processes are followed by external curriculum writers.
- Ensure rights management policies are adhered to.

Leadership

- As part of the design team, contribute to design approaches and new ways of working across the programmes.
- Lead on identified pan-programme design projects.
- Contribute to and implement the secondary maths programme strategy.
- Support in the recruitment and ensure school-based Design Leads and freelance curriculum writers are adequately briefed and that they are consistently meeting defined goals and objectives to the required standard.

Commercial Leadership and Fundraising

- Work with the Partnerships team, as appropriate, ensuring that the benefits of the programme are well understood and communicated to enable AC+ to achieve its growth plans.
- Contribute content for rich marketing campaigns
- Respond to escalated customer queries
- Attend events
- Raise awareness of key events
- Work with the Schools Development team to ensure our current partners are well supported.
- Represent the programme to existing and potential donors.

External Profile

- Keep abreast of sector and subject developments, legislative changes, research findings and innovative practice on a national and international level and ensure this informs programme design.
- Support and contribute to the programme's external profile through building relationships and networks within the relevant education community.

Product Management

- Maintain a deep understanding of current users' experience in order to develop a pipeline for new products and/or programme developments in the relevant subject.
- Participate in the continual improvement mechanisms established with Ark Schools and our wider partnership of schools.
- Under guidance, build proposals for programme structure and design.
- Develop and maintain strong implementation plans for new developments, monitoring progress through development, and mitigating any risks to ensure high quality delivery on time.

General

- Identify and carry out any other duties which fall within the scope, spirit and purpose of the post as requested.

Person Specification: Principal Design Lead (Maths Mastery Secondary)

Qualifications

- Educated to degree level
- Qualified to teach in the UK and qualified to degree level
- Subject specific qualification/further study desirable

Knowledge & Skills

- Understanding of the education landscape and issues affecting education
- At least five years' teaching experience across at least two key stages
- A proven record in delivering outstanding achievement in secondary mathematics, particularly for pupils with low prior attainment in challenging urban schools
- Up-to-date knowledge and use of the current curriculum and assessment requirements and best practice in implementation and delivery of professional development
- Record of successfully leading change in a school context
- Track record of providing professional development to teachers, including coaching, mentoring and training
- Experience of managing a budget and managing resourcing
- Regular and on-going engagement with training and personal development

Personal Qualities

- Vision aligned with Ark Curriculum Plus's high aspirations and expectations of self and others
- A strong and proactive communicator with a collaborative working style
- Team worker, with demonstrated ability to work cross-functionally
- Bringing gravitas, with ability to convey confidence and credibility with senior external stakeholders in your area of expertise
- Excellent influencing skills, with consistent track record of building strong relationships
- Demonstrates resilience, motivation and commitment

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).