

Post title	Lead Teacher of Outreach (0.8-1 FTE)
Responsible to	Headteacher(s)
Salary range	Main/Upper Pay Scale

Role outline
The Lead Teacher of Outreach is responsible for managing, developing, and coordinating Surrey Maths School (SuMS)'s outreach provision. They plan, deliver, and coordinate the delivery of a variety of programmes, utilising internal staff expertise. This teacher will generate enthusiasm for the mathematical sciences and inspire all students to work to their potential. They will work closely with external stakeholders to fulfil the school's outreach mission.

Responsibilities
<p>Development and delivery of the outreach programme</p> <ul style="list-style-type: none"> a. Lead, manage and develop the school's programme of outreach for students. The programme will be shaped by the post holder by could include: <ul style="list-style-type: none"> i. Primary masterclasses ii. GCSE enrichment lessons for Y9-11 iii. University preparation for Y12-13 iv. GCSE and/or A Level Easter revision sessions and a summer schools programme v. Teacher CPD (occasionally twilight) b. Head the development of the resources and scheme of learning for all outreach programmes. c. Head the delivery of the programmes, teaching across all key stages and deploying SuMS staff as needed. d. Be willing to sometimes work outside of the core school hours and occasionally on Saturdays. e. Promoting and safeguarding the welfare of students on our outreach programmes. f. Build strong and lasting relationships with local schools, University of Surrey and the U-Maths network in developing an outstanding outreach programme to benefit the local community. g. Oversee and manage the marketing and application process for all programmes to ensure outstanding levels of participation particularly from underrepresented groups (including liaising with the administration team to manage the website and advertising of programmes). h. Actively promote equity and diversity through the planning and delivery of inclusive lessons, in line with the school's values. <p>Coordination and evaluation of the outreach programme</p> <ul style="list-style-type: none"> a. Manage the logistical arrangements for planning and delivery of the outreach programmes. b. Maintain electronic records of attendees across all programmes. c. Manage the SuMS Outreach inbox. d. Provide content and updates for the SuMS website relating to outreach activities and opportunities. e. Develop strategies to evaluate the effectiveness of each of the programmes with respect to the school's outreach mission, and refine for future years by collecting and studying appropriate data. f. Be accountable for the delivery and quality of the outreach programmes and work closely with the Headteacher(s) to quality assure the programmes. g. Liaise with the Headteacher(s) in implementing the outreach strategy and on staffing matters. <p>Other</p> <ul style="list-style-type: none"> a. Take on any additional reasonable responsibilities as directed by the Headteacher(s). b. Be a proactive and positive member of the school community. c. Contribute to whole school activities and the smooth running of the school such as by undertaking the role of tutor and delivering PSHEE, providing cover for absent colleagues, undertaking duties and invigilation support as needed.

Person Specification (Assessed through the application form, interview process and references)	Essential	Desirable
Education/qualification and training		
2:1 or higher first degree in the mathematical sciences		X
Qualified Teacher Status		X
Evidence of further professional development		X
Experience		
Relevant experience of a leadership role		X
Relevant experience of leading whole-organisation projects		X
Recent experience of working in a school or with school-aged students	X	
Engagement with widening participation activities		X
Knowledge and Skills		
The capability to make decisions and to delegate effectively	X	
Inquisitive and thoughtful self-reflection	X	
Effective interpersonal skills and the ability to create positive connections with students, staff, and external stakeholders	X	
Able to communicate effectively both verbally and in writing	X	
Well organised and able to prioritise tasks effectively	X	
Proficient IT skills and a willingness to learn new systems quickly	X	
Capacity to take on board constructive feedback and use it to develop	X	
Personal qualities		
Commitment to the vision, mission and values of SuMS	X	
Commitment to the outreach programme	X	
Capacity to take the initiative and to innovate	X	
Ability to work constructively with others both inside and outside of the school	X	
Commitment to promoting justice, equity, diversity and inclusion	X	
Knowledge of the needs of SEND students		X
Other requirements		
Ability to work flexibly (on-site, off-site and occasionally outside of core hours)	X	
Capacity to work on 2 or 3 Saturdays per academic year and run programmes during the Easter break (2-3 days)	X	
Hold a valid driving license (due to the need to visit local schools)		X

Surrey Maths School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

The job description above should be read in conjunction with the details laid out in the school information pack. Whilst every effort has been taken to explain the core responsibilities of the role, it is impossible to list all individual tasks in the context of a brand-new school.

As the post-holder and school both develop, there will inevitably be some changes to the duties for which the post is responsible. This is the nature of an expanding school and part of what is exciting about the project, so we hope that the post-holder would be happy to adopt a flexible approach to work. Any necessary training and support will be provided by the school.

