

Post title	Assistant Head (Data and Outcomes) (0.8 - 1 FTE)
Responsible to	Co-Headteacher(s)
Salary range	Leadership Pay Scale L5 – L9

Role outline

The Assistant Head (Data and Outcomes) will be responsible for the academic progress of all students at Surrey Maths School (SuMS). The postholder will be responsible for the school's use of data and will manage the internal and external processes which lead to outstanding outcomes for students. This is an excellent opportunity to work alongside the Co-Headteachers to shape the strategic vision of our growing and innovative school as part of the Senior Leadership Team.

The post holder would be expected to teach one of the core subjects of the school to A Level standard (mathematics and further mathematics, physics, chemistry, computer science or economics). The post is available part-time or full-time (0.8 - 1 FTE) and candidates should indicate their preference when applying.

Responsibilities

Member of the Senior Leadership Team

- Work in partnership with the Co-Headteachers and SLT to create and sustain a positive and inclusive school culture in which all members of the community thrive
- Provide inspiring leadership through a commitment to innovation and empowerment, ensuring efficient operations and strategic oversight of the school's mission and vision, through evaluations and school development planning
- Engage with all aspects of school life including planning and attending school events, reporting to governors, leading on parent and carers communications, working with external agencies and developing partnerships
- Line manage members of the academic team, developing and empowering individuals to lead their own teams with direction, and project manage others with overlapping responsibilities
- Commit to self-development and take an active role in developing others, including delivering and facilitating staff CPD
- Develop robust policies and processes to ensure the best possible outcomes for our students
- Prioritise and promote at all times the wellbeing and safety of students and staff

Data and Outcomes responsibilities

- Lead on the strategic use of data to improve progress and raise attainment across the curriculum, including implementing tracking and evaluation processes and evaluating their effectiveness
- Take a lead role in maintaining a positive learning environment amongst all staff and students in which all students make a positive contribution, learn and thrive in an inclusive and respectful atmosphere
- Promote and generate high levels of enthusiasm for, participation in, and commitment to learning amongst students
- Use data to identify underachievement including that of categories of students such as gender, challenging backgrounds and SEND, liaising with colleagues to ensure that appropriate intervention and support is in place
- Ensure that data is shared effectively with teachers, students and parents and carers to inform and motivate
- Be responsible for the school's MIS system, Bromcom, and the process of Census reporting
- Be accountable for the smooth running of all internal and external examinations, ensuring excellent communication with examination boards, students, staff and parents.
- Support Lead Teachers in developing an excellent programme (within problem solving lessons) to prepare students for university entrance examinations.

- i. Ensure students are given the correct advice and supported to enter themselves for the right entrance exams based on their UCAS choices
- j. Lead and direct the work of the teachers responsible for delivery of the SuMS Project Qualification and the EPQ.
- k. Lead and manage on UCAS, ensuring that progression is as good as student outcomes enable
- l. Oversee and manage the school's calendar, liaising with Lead Teachers to populate events and working with Senior Administrator to ensure school's MIS system is up to date

Classroom teacher

- a. Teach one of the core subjects of the school (mathematics and further mathematics, physics, chemistry, computer science or economics) and/or on the problem solving or challenge programmes (separate job descriptions are available).
- b. Actively promote equity and diversity through the planning and delivery of inclusive lessons, in line with the school's values.

Other

- a. Take on any other reasonable responsibilities as directed by the Co-Headteachers.
- b. Be an active and positive member of the school community as outlined in the SuMS Information Pack.

Person Specification	Essential	Desirable
These will be assessed through the application form, the interview process and references.		
Education/qualification and training		
2:1 or higher degree in a closely related to one being taught	X	
Qualified Teacher Status	X	
Evidence of further professional development		X
Experience		
Recent teaching experience of teaching a core subject to 16-19 year olds	X	
Experience of leading on a whole school strategy or implementing change		X
Experience of working to fixed deadlines and with a high degree of accuracy	X	
Recent experience leading whole-school projects and/or teams	X	
Relevant experience of line management or coaching		X
Relevant experience of working with external stakeholders		X
Knowledge and Skills		
Inquisitive and thoughtful self-reflection	X	
Excellent 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	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	
Knowledge of the needs of SEND students		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	
A genuine interest in the welfare of students, the desire to support their transition into the next phase of their lives	X	
Commitment to promoting justice, equity, diversity and inclusion	X	

Interested in Applying?

The facts

Salary: L5-L9

FTE: 0.8 - 1

Permanent

Start date: September 2025

Next steps

Application deadline: 07-03-25

Shortlisting: 10-03-25

Interviews: w/c 17th and 24th March 2025

[Click here to access the application form](#)

If any of this appeals to you – even if you aren't sure you can do it all yet – please talk to us, we are eager to hear from you and are more interested in finding the right person for this job rather than the person who ticks all the usual boxes. We are keen to ensure diversity in our staff body, and recognize that individuals might have taken different routes to get to where they are now.

Email info@surreymathsschool.co.uk to arrange a chat or visit, or head@surreymathsschool.co.uk to ask questions and speak with the Head Teachers, Nora Kettleborough and Sahar Shillabeer.