Job Description

Job title: Coordinator of Learning - Maths
Reports to: Principal
Location: Leigh Academy Bexley

Job purpose

- Support the distinctive aims, ethos and expectations of the Leigh Academies Trust and Leigh Academy Bexley and encourage members of the curriculum area and students to follow this example.
- Ensure that all the work of the curriculum area adheres to LAT and Leigh Academy Bexley policies and procedures.
- Communicate high aspirations and expectations at all times.
- Drive standards and achievement in Humanities across the curriculum.

Teaching and Learning

- To lead the development, monitoring and evaluation of appropriate syllabuses, schemes of learning, marking, assessment and moderation.
- To monitor the planning and delivery of teaching and learning to ensure that lessons are adapted and never less than consistently effective.
- To monitor the quality of assessment, marking and feedback to ensure that all students are aware of how they can improve.
- To be accountable for student progress, attainment and development.
- To track and monitor student attainment and take action to raise levels of attainment and accelerate progress.
- To ensure that student data is accurate and make effective use of performance data.
- To ensure that disadvantaged students progress at similar rates to their peers.
- To ensure curriculum continuity throughout all key stages
- To ensure provision of curriculum enrichment and extracurricular activities in the Social Sciences department.
- To develop students' love of, and engagement with the subject.
- To ensure that SMSC and British Values are incorporated into schemes of work and lesson plans.
- To ensure that staff are trained and supported to be the best teachers possible, and equipped to support the progress of students.
- To keep up to date with educational reforms and pedagogical developments.
- To ensure that innovative approaches to teaching and learning and new technology are deployed to enhance the learning of students.
- To work with colleagues across the Trust as appropriate.
- To uphold the distinctive aims and philosophy of the International Baccalaureate Organisation and ensure that the IB Learner Profile attributes are explicit in all learning opportunities.

Behaviour and Safety

- To promote outstanding conduct, attendance, punctuality and attitudes to learning.
- To address behaviour concerns and implement effective rewards and sanctions.

- To ensure that students feel safe and valued.
- To develop students as independent thinkers and learners.
- To ensure all students take pride in their work, including homework.
- To liaise with all relevant support staff in the pastoral care of students.
- To ensure that the faculty complies with all necessary Health & Safety regulations.
- To promote international-mindedness and intercultural understanding.

Leadership

- To model the behaviours and attitudes expected of your colleagues.
- To effectively deploy and lead staff and manage financial and physical resources for the benefit of Leigh Academy Bexley students.
- To raise history standards across the academy.
- To be a strong, consultative leader, promoting effective team work and decision-making and to motivate staff to bring about effective working relationships.
- To ensure that lesson observations, work scrutiny, assessment and moderation are effective and robust.
- To identify staff development needs and ensure needs are met.
- To make appropriate arrangements for classes when staff are absent.
- To participate in performance development.
- To participate in the interview process as and when required.
- To participate in the academy self evaluation and action planning processes.
- To ensure that students are entered for examinations in line with Academy policy.
- Provide ALT, governors and other stakeholders with relevant reports and information as required.
- To ensure all staff and students are treated with equality and dignity.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The responsibilities outlined are in addition to the National Teaching Standards.

The academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/Maths unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.