

JOB DESCRIPTION

POSITION	Key Stage 4 Coordinator - Mathematics
SALARY	Teachers' Main Payscale + Mossbourne MPS Allowance £1600 + TLR / UPS + TLR
START DATE	1 st September 2023 [INSET Days 30 th and 31 st August 2023]
HOURS	40 hours per week
FULL TIME EQUIVALENT	Full Time, 52.143 weeks per annum
CONTRACT TYPE	Permanent
RESPONSIBLE TO	HOLA Mathematics
RESPONSIBLE FOR	N/A
LOCATION	Mossbourne Community Academy
KEY WORKING RELATIONSHIPS	SLT, ELT, Teachers, Students and Parents

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mossbourne Community Academy (MCA)

The Mossbourne Federation's flagship academy, Mossbourne Community Academy (MCA) is built on high expectations and doing right by the pupils in our care. We are driven to ensure that MCA pupils have future choice and opportunities, succeed in their chosen career pathway and make positive contributions to society. MCA has not only changed the face of education in Hackney, but has also raised the bar in educational expectations to the highest level; we achieve recognition, nationally, and annually, for setting a new benchmark for non-selective comprehensive education. All pupils, regardless of race, gender, background or ability, are encouraged to achieve their true potential and the behaviour of our pupils is exemplary. With outstanding GCSE and A-level results, year on year, Mossbourne Community Academy is placed within the top 1% of schools in the country. We are tremendously proud that our most recent Ofsted Inspection, dated November 2021, judged the academy as 'outstanding' and starts with the sentence 'Mossbourne Community Academy changes pupil's lives for the better', because that is what we do, year on year. In 2023, Mossbourne Community Academy was named the top comprehensive school in London in The Sunday Times 'Good Schools Guide', the 5th most oversubscribed school in England and the most oversubscribed school in London. Such recognition is testament to the pride, hard work and dedication of our staff body, pupils and parents.

If you want to be part of the team that is improving the future of our students, then read on!

Job Summary

Mossbourne Community Academy is currently seeking an outstanding Key Stage 4 Coordinator for the Mathematics department. We are looking for someone who considers themselves a 'team-player', loves Mathematics and most importantly loves sharing that passion for Mathematics with other people. The right candidate will have a growth mindset and be looking to continually develop as a practitioner. This is an exciting opportunity to join a successful department and lead on our GCSE provision. The role will involve curriculum development, staff training and student data management. We welcome applications from established Mathematics teachers with experience in the classroom and who are looking for their first position of responsibility within a department. The successful applicant will be supported to become an outstanding middle leader. They will hold Qualified Teacher Status (QTS), have a proven track record of successful Mathematics teaching across different key stages and believe that all students can succeed in these courses. There are opportunities to teach at Key Stage 5 for candidates with the appropriate experience.

Main Duties & Responsibilities

To work with the Head of Learning Area to ensure the effective provision of Mathematics teaching and learning throughout the key stage and to take on an active role in leading within the department. Responsibilities include, but are not limited to:

Teaching and Learning

- To develop and update schemes of work for Mathematics at Key Stage (KS4).
- To monitor and track teaching and learning, homework and marking within KS4 Mathematics .
- To support Mathematics teachers in their drive to become outstanding, through lesson observations, paired planning and departmental INSET.
- To mentor new members of staff within the Mathematics department, as directed by the HOLA.
- To collaborate with Mossbourne Victoria Park on curriculum at KS4.
- To coordinate the creation of extra-curricular and enrichment opportunities for students to promote Mathematics at KS, including running the UKMT Mathematics Challenge.
- To lead and support behavioural expectations at KS4.

Assessment

- To coordinate the writing and distribution of topic tests and mock examinations and ensure mark schemes are applied consistently through moderation.
- To collaborate with Mossbourne Victoria Park on assessment and moderation at KS4.
- To monitor and target underachievement at KS4, providing a half-termly analysis to the HOLA.
- To construct and maintain centralised Excel documents for assessment data for year 9, 10 and 11 and coordinate data entry with staff.
- To oversee Prep lessons, including delivery of 'Bourne Scholar' sessions, as directed and in accordance with Academy expectations.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- To be a member of the pastoral team and, if required, a form tutor carrying out the associated responsibilities
- To organise extended school for Year 11 in preparation for the GCSE examination.

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Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
E	Ability to teach Maths to KS	X	X	X
E	Knowledge and understanding of how students learn Maths	X	X	X
E	Ability to reflect on your own and student performance in lessons and adapt practice accordingly	X		X
E	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work	X		X
E	Effective planning, assessment and record keeping of teaching and learning, homework and marking within KS	X	X	
E	Ability to work independently and as part of a team, contributing to INSETs		X	
E	Ability to develop and maintain positive relationships with teachers, support staff and parents	X		
E	Ability to develop and update schemes of work for Maths at KS	X	X	X
E	Capable of supporting Maths Teachers in their drive to be outstanding	X	X	X
E	Effective classroom management and efficient organisation of resources		X	X
Qualifications				
E	A good degree in a numerate subject	X		X
E	Qualified Teacher Status (QTS)		X	
IT knowledge				
D	Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)		X	
E	Ability to swiftly adapt to and utilise new/various systems/software		X	
D	Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area		X	X
Behavioural Competencies				
E	Excellent analytical and multi-dimensional communication skills	X		X
E	Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard	X		
D	Have the initiative to work independently with minimal supervision	X		
E	Have the upmost integrity as well as high levels of motivation and commitment	X		
E	Proactive approach and efficient time management and prioritisation skills	X		
E	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	X	X	
Applicable to all staff				
E	Undertake training as required to so in order to fulfil the requirements of the role	X	X	X
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	X	X	X
E	Play an active role in terms of Safeguarding all students and adults	X	X	X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met. The document is not a comprehensive list; it simply outlines expectations of this role.

This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.