

Job Description

Job title: Teacher and KS4 Coordinator - Mathematics

Main purpose of job:

The emphasis will be on promoting effective teaching and learning, securing good or better outcomes for all students within their key stage, helping to lead, manage and develop a specific area of the curriculum and working to enhance the teaching practice of other teachers within the faculty.

The current Academy Teachers' Pay and Conditions Document and the DfE Teachers' Standards apply to the professional duties of all teachers in all teaching posts.

Faculty: Mathematics

Location: Plume Academy

Position reports to: Faculty Leader of Mathematics

Position is responsible for: Supervision of staff who teach within key stage area.

Length of contract: Permanent, term time plus inset

Salary: Main – Upper Pay Scale Plus TLR2C £8,610 per annum.

Key Responsibilities and Accountabilities

Main Duties:

- to lead curriculum development to ensure the delivery of an ambitious, coherent curriculum that meets the needs of all of our students
- to ensure that effective schemes of work are in place for each course at their key stage
- to take full ownership for the management and upkeep of progress and attainment data across the key stage
- to monitor the progress of students within their key stage, planning and implementing intervention as necessary to ensure students make at least good progress across KS4
- to ensure that teachers know the prior learning and achievement of the students at the previous Key Stage, and use this to inform teaching
- to ensure that teachers are aspirational in their targets for students in their classes based on prior achievement data
- ensuring that school curriculum policies for assessment, setting, target setting, recording and reporting are enacted within their Key Stage, ensuring that



progression and continuity is achieved across the key stage and between key stages

- to be a model of excellent practice, maintaining a clear focus on outstanding delivery to learners ensuring a centre of best practice and excellence
- to be met in accordance with the provisions of the Academy Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.

Other Activities

- to carry out the duties determined by the Faculty Leader for monitoring and supporting classroom teachers in their faculty
- to work proactively with all stakeholders to support student attainment.

Ethos and Environment

- to ensure a consistent ethos in line with Plume Academy Code of Practice
- to ensure that the quality of appearance and order of their area of the academy is of a high standard
- to maintain health and safety procedures.

Staff Development, Resources and Capitation

- to assist the Faculty Leader in writing and implementing the Faculty Development Plan, in line with Whole School Improvement Plan
- to be involved in the allocation and organisation of resources within the faculty.
- to be involved in capitation accounts, ordering and maintaining stock
- to support, advise and provide opportunities for individuals in the faculty to further their personal development.

Classroom Teaching

Quality of Learning

- to ensure that their lessons are planned in accordance with the schemes of work for each course
- to ensure that they are aware of the prior learning and special needs of their students
- to ensure that they set high expectations for the achievement and behaviour of their students
- to ensure that academy curriculum policies for marking, assessment, setting, target setting, recording and reporting are enacted
- to ensure that progression and continuity is achieved across the key stage and between the key stages

Ethos and Environment

- to deal appropriately in the first instance with behavioural issues in the classroom, seeking support where necessary in line with the academy's behaviour management policy
- to ensure a consistent ethos in line with the Plume Academy Code of Practice



- to ensure that the quality of appearance and order of their teaching area is of a high standard
- to adhere to health and safety procedures.

Staff Development

- to participate in staff development activities
- to take opportunities to develop their own skills and understanding in relation to their role.

Other Activities

- to promote the general progress and well-being of individual students and of any class assigned
- to communicate and consult with parents of students in line with academy policy
- to participate in meetings arranged for any of the purposes described above.

Whole Academy

- to contribute to extra-curricular activities
- to participate in whole-academy planning and developments through working parties and groups

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- to ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy

The Trustees of Plume Academy remain fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Date of next review: Annually in line with the PMR process.

| Person Specification - Qualifications and Experience | Essential | Desirable |
|---|------------------|------------------|
| Has qualified teacher status with a degree qualification | ✓ | |
| Evidence of further professional study | | ✓ |
| Outstanding classroom teacher preferable with experience in all key stages | ✓ | |
| Evidence to confirm undertaking recent CPD in the area relevant to this post | ✓ | |
| Experience of successfully managing whole academy issues and initiatives | ✓ | |
| Experience of accurate year/key stage/subject self-evaluation and improvement planning in order to raise standards | ✓ | |
| Experience as a manager of leading, motivating and managing staff effectively to raise standards and evaluate the impact of initiatives(s) | ✓ | |
| Ability to hold people accountable and manage performance effectively | ✓ | |
| Experience of promoting excellence and challenging poor performance | ✓ | |
| Experience of managing staff and students to resolve conflict | ✓ | |
| Experience of responsibility in a curriculum area | | ✓ |
| Knowledge, Skills and Abilities | Essential | Desirable |
| Ability to lead the development of behaviour and care strategies within the academy including leading CPD | ✓ | |
| Has the ability and ideas to ensure that Plume Academy continues to build upon its reputation | ✓ | |
| Demonstrates outstanding leadership traits and is comfortable as a team player | ✓ | |
| Knowledge of recent/current educational developments, initiatives and legislations and how they might impact upon the academy | ✓ | |
| Ability to utilise data effectively to monitor progress and evaluate performance | ✓ | |
| Up to date knowledge of curriculum and assessment developments | ✓ | |
| Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs | ✓ | |
| Ability to initiate and lead change and maximise human and other resources | ✓ | |
| Has good organisation skills, the ability to delegate effectively and make sound judgements when working under pressure | ✓ | |
| Knowledge and understanding of safeguarding issues | ✓ | |
| Ability to involve parents/carers, trustees, teachers, pupils, and other stakeholders constructively in planning improvements for the academy | ✓ | |
| Personal Qualities | Essential | Desirable |
| Treats people fairly, equitably and with respect to maintaining positive working relationships | ✓ | |
| A proven record of sustained outstanding classroom practice, demonstrating significant value added to achievement levels | ✓ | |
| Ability to maintain trust and be highly respected by staff | ✓ | |
| Ability to chair meetings effectively and delegate | ✓ | |
| Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes | ✓ | |
| A creative and imaginative thinker who has the ability to identify innovative solutions to problems | | ✓ |
| Has a record of successful working with parents as partners in learning | ✓ | |
| Committed to on-going research into strategies that can be adapted for successful implementation at Plume Academy | ✓ | |
| High level of communication skills both written and verbal and ability to address a range of audiences | ✓ | |
| Commitment to safe-guarding and promoting the welfare of young people | ✓ | |