

Job Outline

KS4 Coordinator Maths

Salary Grade: Teachers Main/Upper Pay Scale + TLR 2b
Full time/Part time: Full time

Job Purpose

To support the work of the Head of Department in raising the standards of teaching, learning and achievement in the department, with responsibility for Key Stage 4.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

Accountability for Teaching and Learning – to support the HOD in ensuring that the quality of teaching and learning within the department is good to outstanding and to lead on the teaching and learning work within the key stage area of responsibility through the following areas:

Schemes of Work

Key tasks:

- Plan, prepare and deliver outstanding lessons to provide students with the opportunity to achieve their potential.
- Review and redesign Schemes of Work to include guidance on approaches, interesting activities and resources that help nurture students' understanding and to support staff to develop their expertise.
- Prepare lesson plans and schemes of work as agreed with the Head of Department.
- Ensure that lessons are engaging and stimulating, taking into account individual needs of the students.
- Manage, develop and share resources to enhance teaching of Maths including the development and selection of suitably differentiated materials for different student groupings such as gifted and talented students, students with SEN and students for whom English is an additional language.
- To ensure that a variety of teaching styles and methods are used throughout the department and are explicit in Schemes of Learning.
- Contribute to objectives of the curriculum area within the school objectives and take part in an annual review of the subject and curriculum area. To support in curriculum planning for effective transition informed by partner schools and local providers.
- To ensure the Behaviour Management Policy is successfully implemented in the department so that effective learning can take place both in classrooms and the department areas.
- Desirable the abilities to teach Statistics and or Further Maths GCSE.

Implementation and Accountability for Assessment and Making Use of Data to Track Student Progress

Key tasks:

- To ensure that students' progress is assessed in line with the school's assessment policy and that the students receive high quality assessment feedback through book monitoring and assessment in lessons.
- To support the monitoring of the assessment pieces in the key stage area of responsibility including moderation.
- To track student progress through data analysis, focusing on low-mid-high attaining students and pupils subject to pupil catch up and pupil premium.
- To make use of data to set targets for individual students, ensuring pupils and teachers understand the targets, which have been set for them.
- To regularly analyse and evaluate data to ensure that each cohort is on track towards targets set and identify intervention strategies to support progress.
- To identify at risk pupils –make known to Dept. and monitor progress supporting action plans when teacher's assessment falls below the required standard.
- To implement and monitor the application of the school's homework policy within the department and to ensure that homework is regularly set and marked/acknowledged by staff.

Accountability for Leadership

Key tasks:

- To demonstrate appropriate leadership behaviours which inspire confidence in others, whilst also challenging and supporting colleagues, thereby creating a positive impact at school and department level
- To implement strategic planning for the department co-ordinated with the School Improvement Plan and Department Improvement Plan.
- To support the Head of Department in school self-evaluation, both at whole school and department level, and in producing an annual department self-evaluation report.
- To undertake regular instructional coaching, lesson observations, scrutiny of students' work and monitoring of colleagues' performance in order to give professional feedback to department members as well as to inform school self-review
- To promote effective teamwork and motivate staff to ensure effective and professional working relations.
- To deputise for the Head of Department, if necessary.
- To support in providing effective induction of new staff into the department in line with school procedures.
- To support with induction and mentoring of trainees and new staff.
- To support the department in any open evening or event related to the department as a whole.

Accountability for Management – to support the Head of Department in the day-to-day Management of the Department and its Staff

- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant member staff to secure appropriate cover within the department.
- To accept responsibility for the conduct and behaviour of students within the area of responsibility and to be available to help members of staff as problems arise.
- To write articles for the community newsletter which celebrate the success of Maths.
- To promote extra-curricular activities within the department, taking part in competitions, trips or any other activities, which promote and add to the joy and enhancement of Maths as a subject.
- To encourage and take responsibility for the learning environment by overseeing visual materials, classroom displays and the resource cupboard.
- To ensure the Maths office is kept at a professional level, conducive to working and all areas are tidied at the end of the day.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.