



St Mark's West Essex Catholic School

Post Title:	KEY STAGE COORINDATOR-MATHEMATICS	
Main duties: The Professional duties of all teachers, (other than the Headteacher) are set out in the STPC document and describe the duties required of all main scale posts. In addition, the National Standards Framework describes the general outline and expectations for all teaching roles within secondary schools. The description of the requirements of the post of the KEY STAGE COORDINATOR - MATHEMATICS at St Mark's West Essex Catholic School, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder have been set out below*:		
Purpose: 		

Whole School dimension:

- To have clear and high expectations of student progress and behaviour within the specified areas and the wider school.
- To lead, develop and enhance the teaching practice of others and to have an impact on the practice of other departments in both a professional and developmental role.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
- To play a full and active role in the school's policy making group.
- To lead in promoting the inclusion of children with SEN in the life of the school

General:

Subject – To support the Head of Learning Area in the following areas:

- To focus the work of the department on the Teaching and Learning of Maths and to be accountable for its development as an area and the delivery of its methodology.
- To use professional skills and judgement to ensure the effective and efficient management of Mathematics.
- To support the Head of Learning Area to lead, manage and develop the provision of support for pupils across all three Key Stages of teaching and learning within the Mathematics department.
- To encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN.
- To take responsibility for areas of subject development as directed by the Head of Learning Area and SLT.
- To deputise for the Head of Learning Area in circumstances of short or long-term absence.

Particular:**1) Operational:-**

- To lead the development of appropriate syllabuses, resources, Schemes of Work, marking policies, assessment, and teaching and learning strategies in Mathematics.
- To monitor and track student progress across designated Key Stages or units of work.
- To ensure the implementation of school policies and procedures with particular regard to the Catholic nature of the school and as outlined in the annual Staff Handbook, including Health and Safety policies and practices.
- To link with the other Key Stage Co-ordinators to ensure that the work in the area fully reflects the school's distinctive mission and ethos.

2) Curriculum Development and Provision:

- To contribute to the identification, development and implementation of effective teaching and learning strategies for improving and sustaining

high standards of pupil achievement and behaviour for pupils within Mathematics.

- To support staff in the devising and delivery of an appropriate, comprehensive, differentiated and high-quality curriculum programme which complements the School Development Plan wherever possible.
- To identify and teach study skills that will develop pupils' ability to work independently.
- To develop the area's methodology and practice in the delivery of its curriculum
- To promote and facilitate opportunities beyond the taught curriculum that enrich the experience of the subject for a range of pupils.

3) Staffing:-

- To support the Head of Learning Area to lead, develop and enhance the teaching practice of all Mathematics teachers and practice of all Learning Support Assistants used with the area, evaluating the quality of teaching and support and securing and sustaining effective provision for all students.
- To support staff development needs which are identified.
- To contribute to the school programme of induction for new staff to ensure that the school policy and practice is understood by all.
- To undertake Performance Management Reviews of Mathematics staff as directed
- To motivate and promote teamwork within the Mathematics area to ensure effective working relationships
- To help familiarise all members of the area with its aims and objectives, within the context of the School Development Plan
- To prioritise and manage own time effectively particularly in relation to balancing the demands made by administrative duties, teaching and acting as a resource for colleagues.

4) Quality Assurance:-

- To contribute to the implementation of the whole school process of setting targets within Mathematics and to work towards their achievement
- To contribute to the school procedures for self-review including a regular cycle of lesson support observation where appropriate
- To seek and implement modification and improvement where appropriate.
- To use, analyse and evaluate performance data provided and to utilise prior attainment information on pupils moving through the school
- To help produce reports, within the quality assurance cycle, when required, on performance and the use of value-added data, for the Governing Body, which relate to the development and performance of the department

5) Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

*This job description is current at the date shown but may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.