

Job Description: Key Stage 3 Co-ordinator of Mathematics

Post Details

School/setting:	Poole High School
Post type:	Teaching Staff
Grade/Pay Level:	Teachers Main/Upper Pay Scale plus TLR 2.2
Responsible to:	Leadership

Main Purpose

- To maintain standards of students' attainment and achievement in the curriculum area
- To be responsible for the development of schemes of work and assessment materials across a specific key stage
- To be responsible for the monitoring and evaluation of curriculum and assessment effectiveness in the subject at a specific key stage
- To be responsible for leading, managing and developing the support for students within the curriculum area at a specific key stage

Duties and Responsibilities

Standards

- To role model highly effective teaching and learning strategies
- To develop an ethos amongst students of striving for excellence in the curriculum area
- To monitor fidelity to the curriculum across a designated key stage in the curriculum area

Teaching and Learning

- To regularly use and analyse data to improve student performance, in particular, by identifying individual students or groups of students who are underperforming and implementing effective strategies to overcome this

Strategic and Operational Planning

- To actively monitor and follow up on student progress
- To manage the effective keeping of student progress records within the curriculum area at the designated key stage

Curriculum Development

- To ensure that, at the designated key stage, the department has a set of effective and engaging schemes of work that are regularly reviewed and reflected upon.
- To ensure that, at the designated key stage, the department has a set of effective assessment materials for use both formatively and summatively, and that these are reflected upon at each tracking point.
- To ensure that schemes of work, assessment, homework and feedback at the key stage are continually monitored and that improvements to resourcing or implementation are brought about where required

Staffing

- To undertake Performance Management Reviews (PM) and to act as a reviewer for a group of staff within the designated curriculum area
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures under the direction of the senior leadership team
- To promote teamwork and to motivate staff to ensure effective, inclusive, and collaborative working relations.

Safeguarding Duties and Responsibilities

Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

Twynham Learning Attributes for all Staff

Ambition for excellence
Professionalism
Humility
Championing change

Inclusiveness
Positivity
Community-mindedness
Being collaborative

Qualifications, Knowledge, Skills and Attributes Required

Essential:

- An outstanding classroom practitioner
- Able to evidence outstanding teaching and learning
- Able to evidence strong outcomes at GCSE, which is reflected through both attainment and progress against national expectations
- Demonstrates high levels of professionalism at all times and is a role model for others
- Is able to communicate effectively and positively with all stakeholders
- Has an excellent understanding of the national curriculum in the subject
- Is committed to the wider aspects of school life, including extra-curricular activities
- Has the ability to develop high-quality schemes of learning and quality assurance (QA) for their implementation across the department
- A passion and enthusiasm for your subject
- Has QTS

Desirable:

- Evidence of additional CPD
- A good sense of humour

Notes

This job description may be amended at any time in consultation with the postholder.

Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).