

St Edmund Campion Catholic School

Job Description

POST:	KS3 Coordinator for Mathematics
RESPONSIBLE TO:	Head of Mathematics
SALARY:	MPR/UPR + TLR 2B
KEY RELATIONSHIPS:	Head of Mathematics, Department colleagues, Senior Leadership team, Heads of Year,
LOCATION:	St Edmund Campion Catholic School, Erdington
WORKING PATTERN:	Full Time
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion Catholic School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	1. Regularly supervised with work checked by supervisor 2. Left to work within established guidelines subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives

Members of staff at St Edmund Campion Catholic School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

JOB PURPOSE:

The post holder will be responsible for supporting the Head of Mathematics in ensuring that an ambitious, coherently planned, well resources and sequenced KS3 curriculum for Mathematics is in place for all learners so that they acquire the knowledge, cultural capital and skills to secure the best possible outcomes and fully prepare them for life after school

Teaching

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a **teacher**:

- Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning
- Be accountable for the performance of pupils within allocated classes
- Follow all school policies around teaching and learning and adhere to the school code of conduct
- Report on the progress of these students in accordance with faculty and whole school policy
- Participate fully in the school performance management processes
- Take responsibility for own professional development to ensure full understanding of quality delivery and provision

Professional Responsibilities

- Model Catholic moral purpose and an enthusiasm for making a positive difference for children through the Gospel values, and to engender in others the belief that schools are integral to in changing lives for the better and for improving life chances
- Create and contribute to a positive culture of high achievement and standards across the school and in all aspects of school life.
- Contribute to strategic planning and development at department level supporting the Head of Department accordingly
- Support in department level monitoring of the quality of teaching and learning and in the implementation of effective CPD.
- Take a strategic role as a middle leader to role model outstanding teaching and learning and role modelling this for staff.
- Deputise for the Head of English as required.
- Implement strategies that consistently secure the very best behaviour for learning from pupils
- Take pride in and reward the achievements of staff and students.
- Ensure that all leadership and department policies and strategies are positively supported and implemented as directed and hold department members to account if they are not.
- Support in the development of departmental improvement as directed
- Undertake all reasonable duties as directed by the Headteacher (and by proxy the leadership team) (including after school events), and participate in the 'On-Call' system and Remove Room duty as well as being an effective presence on the corridor during lesson changeover
- Ensure that pupils consistently meet the Six Champion Standards for Success addressing any low standards immediately.
- Present and prepare documentation and impact reports as required for line management, SLT, Governing Body, Inspections as directed.

Specific Roles and Responsibilities

- Leading, managing and developing the KS3 Curriculum including consistent implementation of schemes of work for KS3 that are:
 - Knowledge rich
 - Challenging for pupils
 - Well resourced
 - Include thorough assessment opportunities
 - Providing opportunities for retrieval practice and for pupils to think critically
 - Part of an ongoing curriculum that links Key stage 2 and Key stage 4
- To plan and develop resources for KS3 Interventions including RAP plans.
- To implement monitoring and following up student progress as it relates to the academic and pastoral development of students. Communicating with parents and ensuring effective interventions are in place to improve student work outcomes.
- To make use of analysis and evaluate performance data provided and produce reports on examination performance in KS3, including the use of value-added data.
- To assist the Head of Mathematics in conducting Curriculum Meetings and to lead Curriculum Meetings as directed in relation to KS3.
- To conduct lesson observations/ learning walks in the faculty with a focus on KS3 teaching.
- Develop the needs of most able pupils in KS3 developing in them a love for English and reading.
- Provide support and appropriate differentiation for SEN and disadvantaged children in KS3 – including monitoring and evaluating outcomes.

- Supporting the subject leader in consulting with faculty staff and assisting with the formulation, communication and monitoring of the faculty SEF and whole school strategic development plan. Produce examination analysis reports for KS3 external results.
- To keep up to date with national developments in the curriculum area in terms of practice and teaching KS3 and be a source of expertise in the faculty.
- Ensure that there is appropriate cover in place for KS3 lessons if staff are absent and this is communicated to covering staff.
- Implement the collection and analysis of student voice within KS3
- Organise educational visits and other relevant trips for KS3 students, liaising with other departments where appropriate.
- To conduct regular book trawls in Years 7 and 8.
- To monitor homework at KS3 to ensure there is consistency across the key stage and that homework is completed to a high standard by all students.
- To provide opportunities for developing pupils enjoyment for Mathematics beyond the curriculum such as educational trips, Maths clubs, Internal and Inter school Maths competitions.
- To monitor the effectiveness of Teaching and Learning and Assessment within KS3 Maths by:
 - Supporting with subject knowledge CPD for non-specialists in Maths
 - Support with learning walks and pupil voice as indicated by data/ STLL or SLT
 - Writing all KS3 Mathematics assessments ensuring they are purposeful, relevant and of high quality

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks.