**JOB DESCRIPTION**

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| **Post:** | KS3 Co-ordinator |
| **Line Manager:****TLR:** | Head of Department2A |

**Purpose of Job:**

1. To provide leadership and day-to-day operational management of KS3 in the Maths department.
2. To secure high quality teaching and learning outcomes for all pupils in the Maths department at KS3.
3. To review performance data in KS3 and to make recommendations to the Head of Department about courses (structure, content, planning).
4. To liaise with parents and carers about teaching and learning concerns raised in KS3.
5. To represent the department in discussions about KS3 provision.
6. To map a model of curriculum progression that builds on prior learning at KS2 and prepares students for their future learning at KS4.

**People Who Support the Work of the KS3 Coordinator:**

* Head of Department
* SLT Link

**Main Responsibilities:**

* Set and maintain high standards and exemplary practice within KS3 teaching and learning.
* Lead the development of the KS3 curriculum.
* Ensure that schemes of work and appropriate resources are available for those teaching KS3.
* Track and monitor the progress of KS3 pupils in department and coordinate interventions as required.
* Ensure that cover work set for KS3 classes is consistent with the standards and expectations set by the Head of Department.
* To oversee the allocation of pupils to KS3 classes, and movement between them, as and when appropriate.
* To oversee the timely completion of, and arrangements for, assessment, monitoring and reporting for KS3 in line with School policies and procedures.
* To address development issues for those who are not ‘secondary ready’ and collaborate with the SENDCO over provision for these pupils.
* To ensure effective communication with the SENDCO over the development and progress needs of pupils with SEND at KS3.
* To ensure effective communication with the Pupil Premium Programme Leader over the development and progress needs of PP pupils at KS3.
* To evaluate, monitor and improve the quality of teaching, learning, preparation and feedback for KS3 pupils.

**Additional Responsibilities**

* To draft the KS3 section of the Department SEF
* To coordinate and administer the arrangements for Year 6 pupils on ‘move up’ day
* To set emergency cover for KS3 lessons
* To coordinate subject related extra-curricular activities for KS3 pupils

**Occasional Responsibilities as Determined as ‘Reasonable’ by the HOD/SLT Link (which might include)**

* Providing short term cover for the Head of Department in their absence
* Where appropriate, to conduct lesson observations for teachers within the department
* Where appropriate, to conduct performance reviews of colleagues within the department

The above list is not exhaustive and additional tasks may, from time to time, be added. This job description will be reviewed on a regular basis at the time of the Annual Performance Review.