

**POST**: KS4 Leader of Mathematics

**CONTRACT**: Permanent **Start date:** 1st Sept 2022

**SALARY SCALE**: MPR-UPR + TLR 2C (=£7,017) + £3,000 Golden Hello

# General Duties

Teaching mathematics to designated classes of pupils and general welfare of a tutor group in accordance with the requirements of the School Teachers’ Pay and Conditions Document 2021 and the National Standards for Qualified Teacher Status\*, having due regard to the requirements of the National Curriculum, the school’s aims and objectives, schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils.

\* See Staff Information Folder on T Drive

**As Leader of KS4 Mathematics the overall purpose of the role is to oversee, lead and manage all aspects of KS4 Mathematics (Year 9, 10, 11 and Y12 GCSE resit) including:**

**Leadership:**

* Lead, organise and implement teaching and learning, assessment, schemes of learning (in line with assessment objectives set out by the relevant examining body) and curriculum developments in KS4 Mathematics
* Together with the Director of Mathematics, monitor the quality of education in KS4 Mathematics
* Monitoring of marking and assessment at KS4 (through book trawls, moderation, learning walks, PC / assessment / mock examination analysis)
* Support the professional development of ITTs, ECTs and other teachers in the mathematics department - including performance management
* Contribute to the development of staff through CPD
* Ensure that KS4 Mathematics teachers are informed about any changes to GCSE Mathematics and ensure that staff are kept informed / trained (feedback from examination reports, feedback from Edexcel webinars / Edexcel courses / meetings etc.)
* Contribute to the further development and evaluation of the overall mathematics curriculum
* Lead KS4 (Year 9, 10 and 11) Progress Evenings and other events, such as Parent Information Evenings, together with the Director of Mathematics
* Responsibility for the organisation of and entries for external exams with the Director of Mathematics (including Entry Level Certificate in mathematics)
* To liaise with the Director of Mathematics with regard to KS4 Mathematics assessment (including mock examinations) and monitoring and evaluation of assessment at KS4 including assessment data, PC data, mock examination data and results analysis
* Ensure a robust monitoring and tracking system / recording of KS4 Mathematics assessment / mock examination data (e.g. spreadsheets) and monitor KS4 Mathematics class teachers’ input of data
* To develop and lead effective moderation at KS4 in line with Edexcel requirements
* Monitor FFT15 data to ensure all students (and KS4 Mathematics teaching staff) are working towards aspirational targets
* Monitor and coordinate resources and ensure their availability for KS4

**Management:**

* Monitor the progress of KS4 students via PC data, teacher feedback, PC data and departmental data (assessment and mock examination data)
* Coordinate, oversee and organise appropriate intervention
* Disseminate relevant information/ data to the team (from Edexcel, PC data and assessment / mock examination data)
* To organise, oversee and monitor mathematics setting in Years 9, 10 and 11
* To oversee assessment data inputting, including both assessment and mock examination data
* Coordinate assessments at KS4, including internal exams / mock examinations

• Attend HUB Meetings / Mathematics Secondary Network Meetings and Edexcel Hub

**Meetings**

* To liaise with the KS3 Leader of Mathematics to ensure effective progression from KS3 to KS4 for students

• Attend HUB Meetings / English Secondary Network Meetings and AQA Hub

* Ensure learning environments are conducive to learning and stimulate interest and engagement of students while promoting learning
* Coordinate and oversee KS4 extra-curricular activities / enrichment provision
* Set work for absent teachers

*Continued…*

Such other duties as may be appropriate to achieve the objectives of the post or assist the school in the fulfilment of its objectives commensurate with the post holder’s grade, abilities and aptitudes.

**To whom responsible**: Director of Mathematics

**Staff for whom responsible**: All teachers regarding KS4 Mathematics

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case, will be reviewed before the commencement of the next Performance Management cycle.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Headteacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_