



## Job Description

**Job Title:** KS5 Coordinator for Mathematics

**Salary Scale:** MPS/UPS + TLR 2b

**Start:** Required for June 2022

---

### Job purpose

The primary purpose of the Key Stage 5 Maths Coordinator is to ensure that the standard of curriculum teaching and learning and assessment within Key Stage 5 is of the highest quality for all students so that they are able to achieve to the best of their ability.

### Duties and Responsibilities:

Key Stage Coordinators are key to the life of the College and their role carries significant leadership and management responsibilities. It is essential that they give active support to the vision and ethos of St Ignace College. The Key Stage 5 Maths coordinator must have a clear vision for Key Stage 5 and a plan of how to achieve this vision. The areas of responsibility for the Key Stage 5 Maths coordinator include curriculum planning, teaching and learning, strategic planning, monitoring and evaluation, behaviour for learning, effective use of resources, creating a stimulating learning environment, addressing underachievement, and assessment and reporting at Key Stage 5 and leading staff including overseeing Performance Review. Most importantly, all with responsibility motivate others, lead by example and strike the appropriate balance of support and challenge.

This job description is in addition to the national standards expected of all who have attained Qualified Teacher Status and where applicable, Post Threshold Standards.

### Leadership and Managing Staff

The Key Stage 5 Maths Coordinator will lead a team of teachers and will provide all those who teach or support in the subject the information, support, challenge and development necessary to sustain motivation and secure improvement in teaching, learning and achievement.

The Key Stage 5 Maths Coordinator will:

- Liaise with the Subject Leader to deploy teaching and support staff at Key Stage 5
- Ensure their own professional development
- Take part in the appointment process for new members of staff
- Ensure that there is a programme of support and guidance for any new members of the department with particular provision for NQTs, Graduate Trainees, Unqualified teachers or student teachers
- Support staff with professional advice and appropriate staff development
- Carry out Performance Review
- Ensure that support staff are used effectively within Key Stage 5
- As appropriate, to arrange and chair regular Key Stage 5 meetings and ensure that action points are taken and are passed on to the Subject Leader and SLT line manager
- Be a leader within the Maths department, supporting the Subject Leader and take part and play an active role in Maths department post holders' meetings

## **Strategic Direction and Development of the Subject**

- Produce a strategic plan for their Key Stage to deliver the faculty vision which is supported by an annual action plan
- Be accountable for the strategic direction, leadership and management of the Key Stage and the development and implementation of subject policies, plans, targets and practices within the context of the College aims and policies
- Complete an annual self-review of the Key Stage including an analysis and commentary of student academic performance. The conclusions of the report should then be used to modify the strategic plan.

## **Curriculum**

- Create a Key Stage curriculum that inspires students to become effective lifelong learners
- Plan, implement and review the Key Stage 5 curriculum within the framework of the National Curriculum requirements, examination syllabi and the School Improvement Plan
- Map out the Key Stage 5 curriculum ensuring that long, medium and short term plans are in place
- Liaise with other Maths Key Stage postholders to ensure a progressive and comprehensive Maths curriculum across the whole school
- Create Schemes of Learning which enable all students to become effective learners
- Ensure that assessment is regular, thorough, reliable and formative
- Develop online learning at Key Stage 5, developing resources to use and researching new online platforms to enhance student learning
- Provide extracurricular activities to extend and challenge pupils such as Southampton University Cipher Challenge for A Level Maths students and Maths club for younger students.

## **Learning and Teaching**

The Key Stage Coordinator will secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of pupils' achievement and set targets for improvement.

- Lead, develop and enhance the teaching practice of all teachers within their Key Stage, evaluating the quality of teaching and securing and sustaining effective teaching of the subject
- Ensure high standards of teaching and learning for all students throughout the Key Stage regardless of their ability
- Monitor and evaluate the quality of learning including planning, lesson delivery, teacher feedback, assessment, differentiation and classroom management
- Use a range of monitoring techniques such as analysis of examination results, classroom observation, learning walks, work scrutinies, study of lesson plans and pupil interviews to further raise the standards.

## **Monitoring and Evaluating the Work of the Key Stage:**

### **Monitoring Pupil Progress**

- Be accountable for the highest standards of pupil achievement within their Key Stage, monitoring and evaluating pupil achievement and setting targets for improvement
- Ensure rigorous internal tracking systems are in place to monitor student progress
- Ensure that there are full records of pupils' attendance, assessments and examinations and that these are easily accessible for all staff
- Produce and analyse subject examination predictions and results and produce an annual report on results for the Headteacher
- Develop strategies to meet Key Stage 5 targets
- Ensure that there are practices in place for Key Stage staff to set and discuss individual pupil and group targets
- Lead and manage intervention strategies for those students who are under-performing.

## **Internal Communication**

- Attend meetings of Middle Leaders and represent the views and interests of the Key Stage at any appropriate meeting
- Meet regularly with the Subject Leader to discuss progress within the Key Stage

## **External Examinations**

- Ensure that pupils are thoroughly prepared for their examinations
- Oversee the moderation of any coursework, practice exams, etc.
- Liaise with the Examinations Officer to organise examination entries

## **Behaviour for Learning within the Key Stage 5 Maths**

- Ensure that there is a positive and orderly working atmosphere within Key Stage 5 lessons in accordance with the Ignatian Code of Conduct
- Ensure that all pupils are guaranteed an appropriately differentiated learning programme and are grouped appropriately, and regularly review those grouping arrangements
- Support the College policy on Rewards for Good Work and Good Behaviour
- Ensure the curriculum and teaching are outstanding to ensure pupil engagement with Maths both inside and outside of the classroom

## **Communication with Parents**

- Attend any appropriate meetings with parents
- Inform parents of the curriculum followed by pupils and of any major concerns or successes of pupils within the Key Stage
- Oversee subject reports which are sent to parents

## **Staff and Student Absence**

- Ensure that appropriate work has been set and that the resources required are available
- Support supply staff who are working within the Key Stage
- Ensure work is set and marked for students who are absent from lessons internally, externally or away from school for long term medical reasons.

## **Efficient and Effective Deployment of Staff and Resources**

The Key Stage Coordinator will deploy staff judiciously and will identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely.

Resources within the Key Stage:

- Complete, as part of the Key Stage review and development plan, a bid for capitation and complete, as appropriate, other bids for resources within the Key Stage
- Ensure that stock and equipment is well cared for and economically used
- Ensure that full records of orders, expenditure, stock etc. are kept
- Ensure that Key Stage rooms present a stimulating and tidy environment
- Implementing the school's Health and Safety Policy
- Liaise with the Subject Leader over the allocation of staff and rooms

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified*

*All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working*

**St Ignatius College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**