



TUPTON HALL SCHOOL Job Description Maths Faculty Area

Introduction

The responsibilities of the post are to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teacher's duties set out in that document, as the Headteacher may reasonably direct. The post holder will normally act as a Form Tutor and carry out the associated responsibilities (including PSD) as indicated in the Form Tutor General Responsibility Document (Staff Handbook).

Name of Post Holder

Title of Post	Key Stage 5 Co-ordinator
Salary Grade	Teachers' Main/ Upper pay scale, Plus TLR2C of £2,873 per annum
Responsible to	The appropriate Head of Faculty and the appropriate Head of House
Job Purpose	<p>To teach in the Maths Faculty and to contribute to the development of appropriate teaching programmes, resources and assessment methods within the Curriculum Area.</p> <p>To share the responsibility for the leadership, co-ordination, management, development of a Curriculum Area – its staff and students – within the school</p>

Particular Responsibilities

- A teaching programme which may cover Years 7 – 13 and could include the following groups :

Years 7 – 9	Maths
Years 10 – 11	GCSE Maths, Entry Level
Years 12 – 13	A Level Maths, Further Maths, Core Maths Studies
- A teaching programme which could include subject areas in which qualifications and training have been received.
- To take an appropriate share of managerial responsibility within the Curriculum Area e.g. setting internal examinations, setting of work for absent colleagues.
- To participate in and/or organise, out of classroom activities (both on-site and off-site) considered to be an essential part of the curriculum; e.g. curriculum enhancement trips.
- To assume a range of responsibilities consistent with the post of Key Stage Co-ordinator. These are outlined in the following generic Job Description.

With support from the appropriate Head of Faculty, the successful applicant will have the following duties and responsibilities:



LEADERSHIP AND MANAGEMENT

- ❑ To support and assist the Head of Faculty in providing professional leadership and management for a Faculty area to secure high quality teaching, effective use of resources and improved standards of learning. To assist the Head of Faculty in providing professional management in the development, co-ordination and delivery of the programme of Faculty activities across all years in the school.
- ❑ To contribute to the well-being and development of the school by supervision of students, guidance of teachers and student teachers, and advice to the Head of Faculty.
- ❑ To support and assist the Head of Faculty in providing leadership for a team of teachers.
- ❑ To contribute to the construction and implementation of the Faculty Improvement Plan for the Faculty Area.
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- ❑ To support subject teachers in their work with students.
- ❑ To support and assist the Head of Faculty in organising and chairing regular Faculty meetings.
- ❑ To represent the Faculty (when appropriate) at meetings within the school.
- ❑ To ensure effective communication.

TEACHING AND LEARNING

- ❑ To support and assist the Head of Faculty in securing and sustaining effective teaching of the subjects (within their curriculum area), evaluate the quality of teaching and standards of students' achievements and set targets for improvement.
- ❑ To support and assist the Head of Faculty in the development and evaluation of the curriculum area's work programme(s), its day-to-day operation and its evolution in response to national, LEA and school initiatives.
- ❑ To support and assist the Head of Faculty in the establishment and improvement of standards of learning and teaching across the curriculum area through the development of appropriate classroom management techniques and teaching methods to implement the curriculum.
- ❑ **To take full responsibility for one KEY STAGE of the National Curriculum.**
- ❑ To share in and contribute to general Faculty development and timetable planning, construction and evaluation as appropriate.
- ❑ To support and assist the Head of Faculty in establishing, developing and monitoring homework procedures within the faculty area and ensuring procedures are being implemented.
- ❑ To encourage and maintain cross curricular links both within the curriculum area and with other curriculum areas as appropriate.
- ❑ To develop and provide appropriate resources for use by supply/cover staff.

STUDENT PROGRESS AND SUPPORT

- ❑ To support and assist the Head of Faculty in providing leadership within the Faculty area in the monitoring of and support for student progress throughout the year.



- ❑ To participate in the school's student target setting process and to support and assist the Head of Faculty in the management of that process within the faculty area.
- ❑ To support and assist the Head of Faculty in establishing and maintaining standards of student welfare and discipline within the curriculum area and to support and counsel students.
- ❑ To support and assist the Head of Faculty in maintaining appropriate student records and individual files within the Faculty area.
- ❑ To support and assist the Head of Faculty in directing the preparation of reports and references (within the Faculty) as appropriate, ensuring external requests for such reports/references are met.
- ❑ To support and assist the Head of Faculty in the appropriate use of student information within the Faculty area.
- ❑ To promote the positive Rewards System and to celebrate achievement.

STAFF DEVELOPMENT AND MANAGEMENT

- ❑ To support and assist the Head of Faculty in providing to all those with involvement in the teaching or support of the subjects (within their curriculum area), the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.
- ❑ To support the process used in school for Newly Qualified Teachers, Initial Teacher Training and/or other methods of training to teach.
- ❑ To manage and participate in the appropriate stages of the appraisal process within school
- ❑ To encourage team members to keep abreast of recent developments.
- ❑ To assist in staff development, including effective delegation and take an active role in the delivery of appropriate training.

ADMINISTRATION AND RESOURCE DEPLOYMENT

- ❑ To support and assist the Head of Faculty in identifying appropriate resources for the subjects (within their Faculty area) and ensure that they are used efficiently, effectively and safely.

SCHOOL ENVIRONMENT

- ❑ To support and assist the Head of Faculty in taking reasonable steps to ensure the health and safety of pupils and staff within the Health and Safety policies and practices of the school.
- ❑ To work closely with teachers in developing positive pupil attitudes toward the school environment.

LIAISON

- ❑ To ensure effective implementation of school policies by team members and by visiting student teachers.
- ❑ To liaise closely with other teachers with Faculty responsibility and Pastoral Managers (and other institutions) to ensure both a consistent curriculum approach throughout the school and a smooth transfer of students through the Key Stages and beyond.
- ❑ To be closely involved in liaison with outside agencies in conjunction with the appropriate Head of Faculty.
- ❑ To arrange contacts with parents and when necessary, ensure that appropriate meetings are held



with parents in order to acquaint them with school policy, or to discuss the welfare and progress of their child.

STUDENT ACTIVITIES

- ❑ To promote activities within the curriculum area which encourage students to develop their full potential.

Notes

1. *This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget Policy and have regard to the appropriate clauses of the Teacher's Conditions of Employment Document. The post holder will reach agreement with their Head of Faculty and appropriate Senior Team member over the allocation and use of their "personal" directed time each year.*
2. *This job description is not necessarily a comprehensive definition of the post. It may be revised on an annual basis and will only be subject to modification or amendment after consultation and agreement with the holder of the post.*
3. *The school's grievance procedure will apply in relation to any dispute arising in connection with the job description and any amendments.*

SPECIFIC RESPONSIBILITIES

Following relevant consultation, discussion and negotiation **with the appropriate Head of Faculty**, certain specific duties and responsibilities will be delegated, agreed and allocated within the Faculty. That delegation and allocation of responsibilities will be reviewed and agreed annually with the appropriate Head of Faculty and communicated to appropriate members of staff.

Key Tasks

- Provide leadership and day-to-day operational management of Key Stage 5 Mathematics, helping to secure high quality teaching and the effective use of resources to bring about the highest standards of achievement for all pupils;
- Analyse and report on pupil performance data at Key Stage 5 in order to monitor the performance of pupils, classes and the faculty as a whole, following data capture points.
- Liaise with parents and guardians regarding issues relating to KS5 Mathematics.
- Represent the faculty in meetings relating to KS5 Mathematics as necessary.

In co-operation with the Head of Faculty / Lead Practitioner the post-holder will:

- Lead the development of the Key Stage 5 Mathematics curriculum including facilitating opportunities for wider engagement / extra-curricular activities.
- Ensure that schedules, schemes of work and syllabi in KS5 are properly prepared and available for staff; review and refine these to meet the needs of pupils following ANY Key Stage 5 Mathematics course.

In co-operation with the Head of Faculty / Lead Practitioner the post-holder will:



- Manage assessment, monitoring and reports within Key Stage 5 in line with school / Trust policies and procedures.

- Help to assure quality of teaching and preparation for KS5 Assessment in the subject.

The post-holder will:

- Lead meetings to ensure the smooth running of the subject in Key Stage 5;
- Keep the work of Key Stage 5 Mathematics under review by contributing to school Quality Assurance processes;

- Maintain and develop KS5 homework, exam preparation and assessment resources;
- Use data to provide colleagues with summaries, trends and reports;

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position