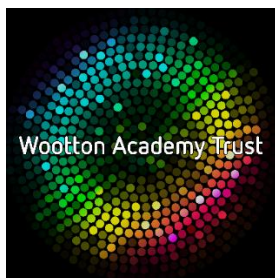


***Our Motto is “The Pursuit to Excellence”***

<b>KS5 Mathematics Co-ordinator Job Description</b>	
<b>Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Job Description:</b>	At the heart of a successful college/school is the provision of high-quality teaching, the effective use of resources, improving standards of achievement for all students, and the promotion of students’ personal development and well-being. A subject teacher plays a key part in this provision by a commitment to the college’s/school’s ethos, by working effectively in subject and pastoral teams, and by delivering high standards of teaching and learning and personal care. In this way, s/he assists the school in reaching its targets and objectives.
<b>Job Purpose:</b>	To lead on KS5 Mathematics, deliver outstanding teaching, to ensure effective student learning in the subject and to achieve excellent results for the students. To be a role-model and impact positively on WAT more widely.
<b>Job Title:</b>	KS5 Mathematics Coordinator/ Mathematics teacher
<b>Location:</b>	Wootton Upper School and Kimberley 16-19 STEM College
<b>Reporting Line:</b>	The post holder will report to the specified Head of Department
<b>Hours:</b>	Full Time
<b>Working Time and Conditions:</b>	<p>These will be as specified in the latest School Teachers Pay and Conditions Document. The post holder will continue to meet, maintain, and build upon, as appropriate:</p> <ul style="list-style-type: none"> <li>- the National Standards for QTS as laid down by the Training and Development Agency, relating to a) Professional values and practice b) Teaching c) Knowledge and understanding;</li> <li>- the Induction Standards; and</li> <li>- the Threshold Standards (Please see <a href="http://www.tda.gov.uk">www.tda.gov.uk</a>).</li> </ul>
<b>Principal Accountabilities/ Responsibilities</b>	<p>To promote and be committed to the Trust’s aims and objectives.</p> <p>To lead on the design, development and review of the KS5 Mathematics schemes of learning, lesson plans and resources for the KS5 curriculum.</p> <p>To maintain expert knowledge of teaching and learning at KS5, keeping abreast of the latest research and publications, attending courses and disseminating great practice to members of the department.</p>

	<p>To visit successful KS5 Mathematics providers and include good practice observed when planning for provision at the Trust.</p> <p>To support the Head of Department with monitoring and evaluation of teaching and learning within KS5 Mathematics by conducting regular learning walks, lesson plan checks, book looks and lesson observations.</p> <p>To support or coach less experienced members of the team to develop great teaching practice at KS5.</p> <p>To research, amend and administer appropriate assessments for all KS5 Mathematics courses.</p> <p>To track and monitor data at KS5, identifying students requiring additional support and managing interventions.</p> <p>To review the KS4 curriculum and advise the KS4 coordinator of amendments needed to best prepare students for study at KS5.</p> <p>To maintain and contribute to the development of Trust policies.</p> <p>To promote and be committed to securing high expectations for learning and the raising of achievement.</p> <p>To work with teachers in the department to create resources and support extra-curricular activities.</p> <p>Within Trust and subject policies, to:</p> <ul style="list-style-type: none"> <li>- Effectively teach National and School Curricula;</li> <li>- Set appropriate homework;</li> <li>- Mark work, assess, record, track and report student progress, using available data</li> <li>- Provide a stimulating learning environment;</li> <li>- Have due regard for maintaining health and safety and security in the areas s/he uses; and</li> <li>- Contribute to department and Trust enrichment programmes.</li> </ul> <p>To be a member of a pastoral team and, if required, a form tutor carrying out the associated responsibilities.</p> <p>To assist with the effective operation of subject and year teams by, individually and with others:</p> <ul style="list-style-type: none"> <li>- Developing schemes of learning, resources, teaching and learning strategies;</li> <li>- Contributing to team review, monitoring and evaluation, and the development of working practices; and</li> <li>- Participating in working groups, ad hoc projects.</li> </ul> <p>To participate positively and cooperatively in the Trust's scheme for Appraisal.</p> <p>To participate positively in professional development activities.</p>
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	<p><b>Other Specific Duties:</b></p> <p>To undertake any other duty as specified by the STPCD not mentioned in the above. To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.</p> <p>The job description is current at the date shown, but, in consultation with you may be changed by the Executive Principal to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.</p>
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<b>KS5 Mathematics Co-ordinator Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<p>Qualified Teacher Status.</p> <p>Graduate in Mathematics or closely related subject.</p>	
<b>Experience</b>	<p>An outstanding subject teacher with teaching experience covering Yr9-Yr18.</p> <p>A track record of students achieving high levels of progress.</p>	
<b>Knowledge &amp; Skills</b>	<p>Excellent subject knowledge.</p> <p>Knowledge and understanding of national curriculum requirements and public examination specifications</p> <p>Ability to contribute to the further development of Schemes of Learning at all Key Stages.</p> <p>Sound knowledge of Information Technology and current issues in this area, including the use of ICT in effective teaching and learning.</p> <p>Ability to create an environment that values feedback from all in order to improve student learning and motivation.</p> <p>The ability to work collaboratively with others as part of a team.</p> <p>Excellent interpersonal, communication and behavioural management skills.</p> <p>Excellent organisational skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Knowledge and understanding of mixed-attainment teaching and adapt to the varying demands of each classroom situation.</p> <p>Organised with effective planning and time management skills.</p>	<p>Knowledge of Ofsted framework.</p>

<b>Personal competencies and qualities</b>	<p>Possess personal warmth and be able to gain the confidence of students and parents, demonstrating the ability to create a positive rapport with students and a safe environment within which the student can flourish.</p> <p>To be committed to the comprehensive ideal, to the principles and practice of equal opportunities and of mixed-attainment teaching.</p> <p>To believe in the importance of teamwork, both at departmental and Trust level.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Flexible to meet the needs of Wootton Academy Trust.</p> <p>Commitment to continuous professional development.</p>	<p>Willingness to contribute to extra-curricular activities.</p>
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