


Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Post No.		
Date drafted	July 2018	
Date reviewed	October 2020	
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.</p> <p>It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<h3>MANAGEMENT DETAILS</h3>		
Job Title	Mathematics KS Co-Ordinator	
Location/work base	Curriculum subject area	
Grade	TLR2a	
Reporting to:	The Board of Trustee's through the Principal	
Line Manager	Curriculum Leader - Mathematics	
Posts directly supervised:		
Staff or contractors indirectly supervised		
<h3>THE MAIN PURPOSE OF THE JOB</h3>		
<p>The Mathematics KS Co-Ordinator will provide professional leadership and management of a key stage within Mathematics department.</p>		

## **Main Areas of Responsibility and Accountability**

The Mathematics KS Co-Ordinator will provide professional leadership and management of a key stage within Mathematics in order to provide:

Responsibility for raising standards of Assessment and Pupils' progress including their attainment and achievement

- Improved standards of learning and achievement for all pupils'
- High quality teaching
- Effective use of resources
- Work collaboratively with the CL of Maths and other middle leaders to develop a high achieving curriculum area and to develop numeracy across the school
- Be responsible for the learning and achievement of pupils within a key stage in maths, ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in pupils' work and conduct throughout the key stage in Maths
- Treat pupils' with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, other staff, parents/carers, governors and external agencies in the best interests of pupils'

## **Lead and Manage a Key Stage within the Maths Dept**

- To ensure curriculum coverage, continuity and progression throughout that Key Stage for all pupils, including those with high ability and SEN
- To ensure effective development of pupils' key skills through the key stage, in line with whole school policies (e.g. literacy, numeracy)
- To lead effective transition strategies to promote curriculum continuity from one key stage to the next To lead staff in the creation, implementation and improvement of Schemes of Learning within the Key Stage
- To ensure that Key Stage materials, resources, text books and exercise books are issued to all teaching staff
- To coordinate the writing of tests and exams, working with colleagues to ensure that appropriate assessments are in place
- To coordinate key stage transition programmes alongside the CL Maths
- To maintain records for the Key Stage, including test marks, cause for concern and other reports as necessary
- To assist the CL to detect underachievement of pupils within the Key Stage pupils promptly, to identify causes for concern at regular intervals and to devise and implement appropriate intervention strategies if individual pupils fail to achieve their potential
- To organise internal examinations for the key stage, including organisation of papers, mark schemes, and liaison with the relevant member of the Leadership Team
- To coordinate end of year grades for the key stage and liaison with the relevant member of the Leadership Team
- To ensure that work is set within the key stage for absent colleagues, liaising with the Cover Supervisor and CL Maths as appropriate
- To oversee the ordering of stock for the key stage and to be responsible for its distribution within the department

## **General requirements**

- Ensuring to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct.
- To attend relevant meetings as scheduled in the school calendar
- Encourage and support the provision of enrichment activities, and intervention strategies to enhance learning outside of the classroom.
- Promote the ethos of the Academy
- Be tutor to a form group
- Undertake such duties as their respective Curriculum Leader and Assistant Principal may determine as reasonably falling within their role
- Undertake whole Academy duties as may be reasonably determined by the Principal.

**The detail determined here refers to the particular responsibilities of a Mathematics KS3 Co-Ordinator. In addition the Mathematics KS3 Co-Ordinator is required to carry out their duties of a Teacher as set out in the Conditions of Employment as adopted by the Academy and as outlined in the Teacher Job Description.**