



# Lytchett Minster School

**Post Title: KS5 Maths Co-ordinator**

**TLR: 2.2 (£4,785 per annum)**

**Responsible to: Head of Maths Department**

## **Key Responsibilities**

Working closely with other Maths leaders, the KS5 Maths Co-ordinator will be responsible for:

- Management of the KS5 Maths curriculum
- Co-ordination of KS5 Maths scheme of work
- Quality Assurance of KS5 Maths teaching and learning
- Tracking the progress of students across KS5 in the Maths Curriculum

## **A. Development of the subject**

Within the context of the key responsibilities above and working closely with the Head of Department the KS5 Maths Co-ordinator will:

- develop policies and practices which reflect the Department's commitment to high achievement and effective teaching and learning
- promote positive attitudes towards the subject and confidence in teaching it
- use a range of data to identify individual student targets, monitor progress and develop strategies to support staff in achieving them
- Curriculum development and planning with Subject Leader to respond to facilities constraints
- Contribute to the promotion and co-ordination of a vibrant extra-curricular Maths programme
- Promote positive attitudes towards the subject and confidence in teaching it

## **B. Teaching and Learning**

Within the context of the key responsibilities above and working closely with the Head of Department the Co-ordinator will:

- ensure curriculum coverage and progression
- provide advice on appropriate teaching and learning materials
- monitor standards at KS5 across the year groups – review of levels of progress achieved and leadership of relevant interventions
- lead KS5 assessment processes – review of assessment data and use of assessment to inform adjustments to teaching and learning and schemes. Use a

range of data to identify individual student targets, monitor progress and develop strategies to support staff in achieving them

### **C. Leading and Managing Staff**

Within the context of the key responsibilities above and working closely with the Head of Department the Co-ordinator will:

- contribute support to subject colleagues;
- contribute to professional development activities to support teaching;
- contribute to the programme of support for newly qualified teachers in the department and new colleagues.

### **D. Effective and efficient deployment of staff and resources**

Within the context of the key responsibilities above and working closely with the Head of Department the Co-ordinator will:

- advise the Head of Department on resource needs;
- maintain existing resources;
- promote effective and stimulating displays in the department.