

## JOB DESCRIPTION

<b>Job Title:</b>	KS4 Co-ordinator - Maths
<b>Responsible to:</b>	Head Teacher/Deputy Head Teachers/Head of Department/Head of Year
<b>Duties:</b>	The School Teachers' Pay and Conditions Document (updated annually) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.
<b>Allowance attached to the post:</b>	

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### TEACHER

To fulfil the roles of teacher and tutor as described in the generic job description.

### ADDITIONAL RESPONSIBILITIES

1. Pupil achievement and welfare in both subject classes taught and tutor group.
2. If it is a requirement of the job to be a budget holder or to be responsible for money, all duties relating thereto must be carried out in full accordance with the school's Finance Regulations, which are freely available on the school's Intranet.
3. Woodlands School is committed to safeguarding and promoting the welfare of children.

### Main Duties

- To lead on KS4 Maths for the Faculty.
- To assist HOF/ LP in formulating policies which assist in creating Outstanding teaching and learning within the Faculty.
- To attend where required PIXL meetings and conferences.
- To understand all the curriculum requirements and administrative matters relating to Maths.
- To attend the whole school RSI meetings.
- To liaise with the Faculty RSI lead and SLT data team on pupil progress.
- Implement appropriate plans linked to Maths impact on the academic progress of pupils in the Faculty.
- Support designated colleagues through the appraisal process and CPD opportunities.
- Support the HOF with the overall Faculty evaluation, planning and monitoring.
- Provide support for the HOF with respect to planning the of the Faculty TT, staffing, rooming and pupil interventions.
- Support the Faculty with pupil behaviour in the Faculty.
- To plan and create resources that will support staff in the delivery of GCSE Maths.
- To ensure pupils are entered for the appropriate exam and work with the exams officer.

## NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by.....(Postholder)**

..... **(Postholder – Print Name)**

**and .....(Headteacher) Date .....**

**Updated October 2024**

