



Job Description

Post 16 Maths Co-ordinator

Responsible to: *Head of Department*

This post is subject to the current conditions of employment for School Teachers contained in the School Teachers' Pay and Conditions Document and other current legislation.

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Summary of Role

The main function of the role is to support the Head of Department to drive up standards, expectations and aspirations, so that staff and pupils regularly experience success and a sense of progression in A-Level Maths and other mathematics based courses offered in the Sixth Form. The co-ordinator will also actively nurture and develop the most talented mathematicians throughout the school.

It is essential to follow the remit and systems of accountability related to the school's commitments and priorities.

Detailed responsibilities:

High Standards of Teaching and Learning

The Post-16 Maths Coordinator will:

- Act as a role model for staff within the department.
- Contribute to the pedagogy and methodology of delivery for all lessons within the department, leading department CPD sessions as appropriate.
- Support the HoD to monitor and evaluate the teaching and learning within the department within a departmental system of self-evaluation, through formal and informal lesson drop-ins
- With the HoD observe lessons within the department and draw up a programme to ensure all members of the department observe other practitioners regularly and ensure that teaching is of high quality.
- Establish and maintain a good working atmosphere and climate for learning.
- Establish and maintain a culture of high expectations of work and conduct within the department.
- Ensure that all learning takes place within a creative and disciplined atmosphere.

- Ensure the systematic use of data and analysis of data to diagnose pupils' needs and to monitor their progress with particular reference to A Level and other mathematics based courses offered in the Sixth Form and meet with the HoD half-termly to discuss this
- Support the HoD to develop and maintain appropriate assessment and recording procedures in line with school policy with particular reference to all mathematics based courses offered in the Sixth Form, relating to marking and feedback, summative assessments, formative assessments and recording of data on centralised trackers
- Support the HoD to produce reports to the Principal reviewing departmental progress and planning annually.
- Support the HoD to monitor and review departmental reporting to parents in line with school policy e.g. data collations, round robins and SEND reviews
- Support the HoD to lead the department's curriculum planning, setting and monitoring aims and objectives, through a syllabus and schemes of work, ensuring the department reflects the aims of the school.
- Support the HoD to manage the teaching of the subject throughout the school by supporting the Second in Maths with during form-time numeracy sessions for each year group
- Support the HoD to ensure the department takes all steps to meet the needs of all pupils including those with special educational needs and those with challenging behaviour in line with the school's inclusion policy.
- Support the HoD to co-ordinate educational enhancement of the subject including booster classes, form-time intervention, after-school intervention and visits for KS5

Performance Management

The postholder shall assist in the management of departmental personnel to ensure that:

- The overall performance of the team is measured and monitored.
- Challenging objectives are set for members of staff.
- Professional development programmes reflect the needs of the school and department; and each individual's needs and aspirations.
- The capability of departmental members is addressed with appropriate support and guidance at departmental level.

Knowledge, Skills and Expertise

The postholder shall:

- Use comparative data to inform departmental decisions.
- Have up-to-date knowledge of subject, national trends and developments, pedagogy, classroom management, research and inspection findings.
- Have up-to-date knowledge of statutory requirements of the subject.
- Be familiar with and competent in the ICT applications for the subject.
- Be committed to their own personal professional development.

School Level

- Contribute to the development of school policy, (including the spiritual, moral and cultural development of pupils).
- Liaise with external agencies.
- Represent the department's views, ideas, concerns and interests at meetings in accordance with the school calendar.
- Support the school's ethos and policies.

Personnel

The postholder shall support the HoD to:

- Delegate roles and responsibilities within the department.
- Communicate to and from the department to ensure all members of staff are aware of relevant developments.
- Support the HoD to organise staff and resources for optimum pupil achievement.
- Support, guide and motivate departmental members and support staff.
- Promote a sense of shared purpose and teamwork within the department.
- Assist with the management of support staff working within the department.

Student Outcomes

The postholder shall support the HoD to:

- Set departmental targets for and report upon outcomes at A-Level and other post-16 courses in mathematics.
- Ensure that all pupils are following appropriate courses leading to external accreditation.

Resources

The postholder shall support the HoD to:

- Deploy classroom accommodation and teaching resources to create an ambience conducive to learning.
- Ensure that expenditure within the department conforms to best value principles.
- Effectively deploy staff.
- Raise awareness of health and safety issues and conduct risk assessments on extra curricular activities in conjunction with the Site and Buildings Manager where there are any concerns.

The postholder shall also undertake such other duties as may be commensurate with the grade and nature of the post.

Other responsibilities

- Make a positive contribution to the wider life and ethos of the school
- To follow and actively promote the school's policies
- Comply with the health and safety policy and undertake risk assessments as appropriate
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Support with staff absence and the setting of suitable cover work
- Support staff with A-Level Maths UCAS references
- Support school evening events where needed e.g. sixth-form open evening etc
- To meet with the HoD and Second in maths weekly for a short team meeting to identify areas to work on each week and review progress towards previous actions

Special Conditions

- A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teacher’ Pay and Conditions Document. *(this would be amended for a candidate appointed onto the Main Teacher Payscale)*
- The duties required of a teacher under this job description shall be such as require the exercise of a teacher’s professional skills and judgement.
- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, all staff are expected to uphold the school’s Christian ethos at all times.

Safeguarding Children

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Disclosure and Barring Service (DBS). If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name: Signed:

Date:

Personal Specification

Professional Knowledge and Understanding

- A thorough understanding of what constitutes effective teaching and learning.
- A thorough knowledge and understanding of effective monitoring, evaluation and assessment.
- A thorough knowledge and understanding of effective practice in teaching across key stages
- Understand when and how to seek advice and support.
- A thorough knowledge and understanding of effective inclusive practices
- The ability to teach mathematics to A level

Skills

- Well-developed interpersonal skills.
- Able to communicate effectively orally and in writing to a range of audiences.
- Able to plan, organise and prioritise.
- Able to manage good communication systems.

Abilities and Attributes

- Able to focus on the needs of the children in all aspects of their professionalism.
- Able to lead, support and challenge others, co-ordinating their work.
- Able to think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- Able to inspire the confidence of others.
- Able to develop and maintain good relationships with staff, parents, pupils, governors and the community.
- Committed to own development as a professional.
- Able to reflect on own practice and identify areas for improvement.

Experience

- Successful teaching within the relevant Key Stage(s).

Qualifications

- Qualified Teacher Status (QTS)
- Evidence of further professional development.