

<b>Post:</b>	<b>Key Stage 5 Co-ordinator (Mathematics)</b>
<b>Responsible to:</b>	<b>Head of Mathematics Faculty, Headteacher</b>
<b>Responsible for:</b>	<b>Management and organisation of all aspects of Key Stage 5 curriculum in Mathematics Faculty (in conjunction with Head of Faculty)</b>  <b>Delivery of specialist subject/s to assigned classes</b>
<b>TLR</b>	<b>2b-£4528</b>

### **Strategic Direction and Development (specific to Key Stage 5)**

- Support the core Mathematics leadership team in the strategic direction of the Faculty.
- Accountable for the highest standards of teaching, learning and student achievement.
- Responsible for curriculum provision, including developing robust schemes of work and assessments.
- To develop and enhance the teaching practice of all teachers of A-level Mathematics, evaluating the quality of teaching, securing and sustaining the effective delivery of the subject.
- Analyse school and national data to effectively identify areas of strength and areas for development that will inform interventions, targets and teaching methods.
- Contribute to the school's robust programme for self-evaluation.
- Monitor and evaluate progress towards targets on the Faculty Improvement Plan.

### **Teaching and Learning**

- Ensure curriculum coverage (by schemes of work and syllabuses), continuity and progression for all pupils.
- Ensure that A-level teachers carry out assessment, recording and reporting consistently and in line with school policies.
- Bring innovative teaching and learning practices to the school. Keep abreast of subject developments and bring these to the School. Engage with school-wide learning initiatives and lead these in the Faculty
- Following each reporting cycle, review assessment data for Key Stage 5 and coordinate any necessary action across the department ensuring assessment for learning practices are fully embedded in the work of the department. Identify appropriate intervention for students, communicating this with parents when required.
- Develop effective links with the local community and businesses, local secondary schools and colleges where appropriate
- Organise curriculum enhancement events that raise the profile of Mathematics across the school

### **Teaching Duties**

- To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach specialist subject/s

- To plan teaching to achieve progression in pupils' learning in line with agreed expectations/targets
- To establish and maintain a purposeful working atmosphere which supports learning
- To set homework and mark in line with school policies
- To assess, record and report on pupils' progress
- Attend and contribute to departmental, Faculty and staff meetings and to assist with the implementation of the Faculty Improvement Plan
- To communicate and consult with parents of students as necessary, (including telephone calls, meetings, parental meetings etc)
- To exploit opportunities to improve basic literacy, numeracy and ICT skills
- To participate in staff development opportunities and accept responsibility for own professional development
- To prepare students for examinations and participate in examination arrangements, including the delivery of intervention sessions.
- To carry out the role of form tutor as required.
- To engage in extracurricular activities to support learning outside of the school day.
- To take part in the delivery of revision sessions to students, where appropriate.

- To prepare students for examinations and participate in examination arrangements
- To carry out the role of form tutor as required
- To implement school policies
  
- The Conditions for Employment of Schoolteachers (schedule 3) specify the general professional duties of teachers. These 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 conditions of employment – it describes the way in which the post holder is expected and required to perform.