

Job description

Title: Key Stage 5 Co-ordinator (Mathematics)

Salary: TLR 2b

Responsible to: Head of Maths

Framework: To work within the framework of teachers' pay and conditions, current legislation and the policies of the school.

Duties as a Classroom Teacher:

To teach across the age and ability range in accordance with the job description for a classroom teacher, including:

- teaching in an agreed curriculum area;
- planning structured lessons that meet the needs of individual students and sharing plans and teaching resources with colleagues;
- maintaining records, marking and assessment of students' work according to school and departmental policies, external examination and national curriculum requirements;
- reporting on students as required by the school policy and national curriculum requirements;
- using school procedures to maintain your teaching area/s to a standard that motivates students and meets health and safety requirements;
- following safe working practices in all your teaching and duty situations;
- supporting the tutorial system as required.

Leadership and Management responsibilities:

Leaders and Managers should, at all times, demonstrate high standards that support our expectations of staff and in particular should:

- Set and maintain clear expectations for staff and students.
- Be consistent in upholding agreed principles and practices.
- Be approachable and enable two-way communication.
- Listen to and support colleagues.
- Recognise success in achievement and development.
- Challenge unacceptable performance.
- Inspire others through our positive and enthusiastic approach.

Key Purpose:

The post holder will be expected to support the Head of Mathematics in improving standards of attainment and progress of students in Maths at key stage 5, with overall responsibility for the maths and further maths curriculum.

Key Tasks:

- Keep up to date with any new developments in the key stage 5 SoW and share with dept at department meetings. Review and refine SoW for maths and further maths to reflect any changes.
- Keep comprehensive records of students' attainment, maintaining a central spreadsheet to enable analysis of data in order to monitor progress, plan and support intervention at Key Stage 5.
- organise and schedule topic tests – arrange dates for these tests to be sat in class, organise for the tests to be printed for teachers, organise dates for when the test papers can be given back to students, give deadlines for submitting marks to the central spreadsheet.
- Organise mock exam papers – prepare registers for exam envelopes and instructions for invigilators
- Grade tests appropriately and give guidance to department on cwa grades.

- Responsibility for monitoring work in the classroom of key stage 5 students and teachers
- To support Head of Department in Appraisal and assessment of Teaching and Learning.
- Keep up to date with new resources produced by MEI/other providers and share with department. Support subject staff in the development of curriculum resources. Share good practice with the department.
- Responsibility for checking reports and UCAS statements written by dept members
- Liaise with data managers to ensure reports are pre-populated with marks as appropriate
- Liaise with year team to track and monitor pastoral issues
- Responsible for checking exam entries for AS and A2
- Update dept key stage 5 SIP
- collect sixth form presentation evening nominations
- Co-ordinate with parent pay for number of books to be ordered.
- Organise attendance and seating plan at parents' evening
- Keep KS5 section of dept handbook up to date
- Direct deputy KS postholder as appropriate

The post-holder will be expected to carry out other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of the post.

Child Protection:

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder's responsibilities within the school

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's responsibilities

To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

General:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.