

Job Description (TLR 2b)

Job Title	Co-ordinator of KS3 in Mathematics (TLR2b)
Job Holder	
Line Manager	Mathematics Leader, Mr S Howarth
Date	May 2019

Job Purpose

To support, hold accountable, develop and lead a team focusing on a core subject area to ensure high standards of teaching and learning and the wellbeing of staff and students.

Dimensions

<u>Students</u>	<u>Staff</u>
KS3	

Accountabilities

As a core subject to set high standards for students and colleagues and raise expectations and aspirations amongst students, parents and staff to meet key performance indicators and college targets.

In the key stage:

1. Assist the subject leader in the creation of the subject's department improvement plan, helping to agree the targets which will contribute to the college's overall plan and targets.
2. Monitor and evaluate the subject's targets, standards and performance.
3. Develop and review standards of teaching and learning through the development of the SOW, lesson observation and the monitoring of pupils' work and teachers' planning to ensure all pupils maximise their performance.
4. Monitor, analyse and evaluate the progress of identified cohorts of pupils in KS3.
5. Organise intervention strategies and produce materials for underachieving KS3 pupils.

6. Co-ordinate the development and implementation of the SOW including Most Able and SEN work relevant to external requirements and internal assessment.
7. Monitor and develop the further use of ICT within the department and the opportunities for student access.
8. Ensure the ongoing development of literacy and numeracy skills within the subject curriculum.
9. Identify resources needed to implement the SOW.
10. Give regular feedback to support the subject teachers on the subject's performance and the progress of different groups of pupils and individual pupils after each assessment cycle or on receipt of external results.
11. Give regular feedback to the subject leader on good practice, progress, issues, strengths and weaknesses and reasons for standards of the subject.
12. Assist the subject leader in monitoring and evaluation of teaching and learning, including providing regular feedback for subject colleagues in a way which recognises good practice and supports their progress against appraisal objectives and Teachers' Standards resulting in a tangible impact on student learning.
13. Collate and analyse the end of year and key stage results and prepare the annual examination evaluations for the key stage.
14. Assist in the organisation of procedures for examinations including choice of examination board, pupil entry/withdrawal, internal assessment cycles, rehearsals, standardisation of coursework and papers and external requirements.
15. Propose staffing needs within the key stage for setting procedures each year.
16. Assist in the efficient communication and understanding for the departmental members by meetings, agendas, preparation of departmental handbook and policies, record keeping and assessment files etc.
17. Assist the subject leader in ensuring that all subject teachers understand, and are actively implementing the key aspects of the college's behaviour, attendance and inclusion policies.
18. Have a working knowledge of the Teachers' Standards to be able to make appropriate judgements against the national standards for effective Appraisal.

- To participate in all aspects of training and development.
- To comply with the Council's/College's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the Council's/College's Equality Policies and to ensure that it is implemented within the service area of the post.
- To comply with the Council's Data Protection Policy/legal requirements.
- This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

This post is subject to Disclosure.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult the postholder at the appropriate time.

Competencies

- Analytical thinking - Recognises cause and effect
- Team working - Gets inputs from others
- Developing potential - Provides tangible support/gives feedback and encouragement
- Information seeking - Gathers information and cascades appropriately
- Holding people accountable - Sets boundaries/demands performance
- Challenge and support - Strives for the best possible provision
- Flexibility – Adapts procedures/changes tack

Performance

- Internal monitoring of Policies e.g. Marking and Assessment
- All students at KS3