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| **Post Title:** | **TEACHER OF MATHS / KEY STAGE 5 MATHS COORDINATOR** |
| **Salary / Grade:** | **MPS / UPS (TLR available to suitable candidate)** |
| **Responsible for:** | **(KS5 MATHS for suitable candidate)** |
| **Responsible to:** | **HEAD OF MATHS** |
| The Professional duties of teachers, (other than the Principal) are set out in the School Teachers Pay  & Conditions Document and describes the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post  holder have been set out below. | |
| **Purpose:**  To support the Head of Maths in leading the curriculum development, planning, teaching and assessment in KS5 Maths.  **MAIN (CORE) DUTIES**  Teaching Maths to KS3 – KS5 as required.  General teaching duties as expected for a Classroom Teacher.  Coordination of Maths at KS5  **Teaching and Learning**   1. Teach Maths to KS3 – KS5 as required. 2. Contribute to the department’s bank of resources for the teaching of Maths and assist in the production of materials which take into account students of all abilities and levels. 3. Contribute to the drawing up, evaluation and reviewing of Schemes of Work in relation to Key   Stages 3, 4 & 5.   1. Plan and evaluate work in accordance with departmental policy. 2. Work effectively with colleagues, providing support and help as required. 3. Build positive working relationships with students in your care, implementing the school’s rewards and sanctions consistently.   **Assessment, Recording and Reporting**   1. Maintain records of achievement and progress of all students in accordance with statutory requirements and departmental policy. 2. Mark and return work set, including homework, in line with school and departmental policy. 3. Adhere to the department's IDMAP. 4. Complete student data entry and reports in line with school policy. 5. Attend Parents’ Evenings as required and keep students and parents informed about current performance and ways in which to improve. | |

# Leadership (Applicable to KS5 role only):

To be read in conjunction with the current Conditions of Employment of School Teachers and Pay and Conditions document.

* Leading the work of the KS5 team of subject teachers to ensure continuity and progression
* of the curriculum;
* Supporting and challenging KS5 teachers in using assessment data to inform curriculum delivery and promote student progress;
* Undertaking quality assurance and self-evaluation activities across the subject;
* Developing, implementing and evaluating the impact of action plans for teams within the subject area;
* Establishing effective day to day management and organisation of the KS5 curriculum;
* Support the process of staff deployment, ensuring this meets the needs of students;
* Engaging with CPD opportunities to promote your own leadership development;

# Principle responsibilities include the following areas (Applicable to KS5 role only):

# General Direction

* Awareness and knowledge of general developments in educational thinking as well as curriculum development in the subject area(s) of responsibility.
* Leading on the raising of achievement of all students within the department.
* Promoting enrichment beyond curriculum lessons within the department.

# Curriculum

* Ensuring the provision of appropriate programmes of study and schemes of work for the various subject areas within the department at KS5 and updating them as necessary.
* Implementing National initiatives according to SLMT priority
* Co-ordinating and administering internal exams.
* Preparing students for GCE and other external exams as appropriate.
* Co-ordinating external exam entries, in liaison with the Examinations Officer.

# Staff Development

* Co-ordinating departmental staff as a team in matters relating to KS5
* Disseminating information to department members.
* Developing collaborative approaches to planning and curriculum delivery across KS5
* Supporting colleagues in promoting a positive climate for learning;
* Monitoring the impact of teaching and learning within KS5 and sharing judgements with teachers as appropriate;
* Identifying key professional development needs for those line managed and ensuring that these are addressed.

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| Use of Resources  * Co-ordinating and preparing set lists etc. * Co-ordinating advice on resources and material preparation within the department. * Advising the Head of Resources of departmental needs as appropriate.  Communication  * Tracking progress within KS5 and sharing analysis with teachers, HOD etc as appropriate; * Attending Curriculum Committee meetings and Raising Achievement Team meetings as appropriate.  Any other reasonable duties as directed by the Principal |