

JOB DESCRIPTION

CO-ORDINATOR OF KS3 MATHS (YEAR 7 AND 8)

CORE PURPOSE

- Support, guide and motivate teachers of the subject at Key Stage 3 with particular reference to Year 7 and 8 and other adults by leading and managing good practice and continuing professional development;
- Monitor, evaluate and improve the standard of teaching and learning in the subject in Key Stage 3 for Year 7 and 8. Be accountable for Maths results at KS3 (Year 7 and 8);
- Assist with the efficient and effective day-to-day running of the department;
- Lead the self-evaluation of teachers and students of Key Stage 3 for Year 7 and 8 Maths in line with school policy e.g. learning walks; book trawls; lesson observations etc;
- Assist with the development of teaching and learning at Key Stage 3 and for Year 7 and 8 in particular, in line with the department and school action plans.

Reporting to: **Director of Maths**

Responsible for: **relevant teaching and support associated with Year 7 and 8 across the Department**

Liaise with: **Director of Maths, Co-ordinator of Maths and Year 9 at Olney SENCO; SPAL/PAL; Administrative staff.**

STRATEGIC DIRECTION

- Support the Director of Maths in ensuring the Maths department promotes, and lives, the vision for the school and the school motto: Aspire, Believe, Achieve;
- Identify relevant school and department improvement issues to support the continued progress of effective teaching and learning at Key Stage 3 with particular reference to Year 7 and 8;
- Define and agree appropriate improvement targets by analysing and interpreting relevant data for your designated area(s) of responsibility at the end of each Progress Review and academic year, based on teacher assessed levels for each year group at KS3;
- Implement effective intervention following Progress Reviews for students in Years 7 and 8 by devising creative and kinaesthetic Maths intervention programmes for students in Years 7 and 8 that enable them to reach target by the beginning of Year 9;

- Proactively contribute to department meetings and INSET days by providing guidance and support on teaching and learning at Key Stage 3; as well as contributing to other aspects of department work e.g. effective and regular communication between both campuses;
- Implement and adapt, where necessary, department strategies, resources and curriculum issues across both campuses to ensure consistency, in conjunction with the Director of Maths, Assistant Director of Maths and Coordinator of Maths at Olney;
- Regularly contribute to the Learning Zone and the school website ensuring that KS3 (Year 7 and 8) resources are relevant and up-to-date.
- Liaise with Year 6 and Maths staff at feeder schools to ensure consistency of approaches to teaching Maths. Implement an effective transition programme from Year 6 to Year 7 in Maths.

TEACHING AND LEARNING

- Provide the Director of Maths and/or relevant TLR holders for KS3 Maths with relevant curriculum and pupil performance information;
- Assist with the writing and review of schemes of work that ensures continuity and progression at Key Stage 3 for Year 7 and 8;
- Ensure schemes of work cater for Gifted and Talented (Aspire) students;
- Provide direction and support of Maths staff in delivering the Learning and Teaching policy across Years 7 and 8;
- Assist with policies and practices for assessing, recording and reporting on student achievement. Ensure that data is accurate and updated in an appropriate timescale;
- Help to reinforce class expectations of staff and students in relation to student behaviour. Liaise with Pastoral and Academic Leaders (PALs), tutors and parents;
- Work with the SENCO and other staff with special educational needs expertise, to ensure the individual education plans are used to set subject specific targets and match work to students' needs.

LEADING AND MANAGING STAFF

- Maintain personal expertise and share this with other teachers by keeping up to date with new initiatives and research by attending regular INSETs, courses and meetings;
- Collaborate with those members of staff who impact upon your area(s) of responsibility;
- Monitor and evaluate standards of teaching, identifying areas for improvement through informal discussion;
- Be a role model for other staff in terms of your own teaching ensuring you teach consistently good / outstanding lessons.

STAFF AND RESOURCES

- Provide cover for when the Director of Maths and Assistant Director of Maths are absent and coordinate the provision of appropriate, meaningful cover work in conjunction with the 'cover buddy';
- Help create an effective and stimulating environment for teaching and learning;
- Assist with the ordering of resources for the department, in particular, resources which impact on teaching and learning at Key Stage 3 for Year 7 and 8;

ETHOS AND CULTURE

- Help promote an ethos and culture within the department that is in line with achieving the aims of the school.

Carry out any other reasonable tasks as directed by your line manager, Director of Maths or the Headteacher.

April 2018