



An All-through Co-operative School

“Making School Memorable by Striving for Excellence”

JOB DESCRIPTION

JOB TITLE	Mathematics Extra-Curricular and Enrichment Coordinator
DEPARTMENT	Mathematics
GRADE	TLR 2a
RESPONSIBLE TO	Head of Maths Department

In addition to carrying out the professional duties of a teacher other than a Head, as described in the Teachers' Pay and Conditions Document, he/she will be responsible to the Head for the Key Tasks listed below.

JOB PURPOSE

- To ensure that all students in Key Stage 3, 4 and 5 are challenged and stimulated
- To promote enthusiasm for Mathematics through the organisation of special events and extracurricular activities and manage the Mathematics rewards scheme
- To lead and co-ordinate Mathematical initiatives across the school and as part of the RAPP and Leading Edge programme.
- To work with the school's Numeracy Coordinator promoting Numeracy across the curriculum and in the wider school community
- Make a significant contribution to the development and implementation of school policies that create a positive learning culture

KEY TASKS

- Co-ordinate staff in the delivery of the Maths department enrichment (e.g. organisation of motivational outside speakers, trips, Maths week) programme. This includes (but is not limited to):
 - Maths Club
 - UKMT team challenge
 - Hans Woyda team challenge
 - UKMT Maths challenge (junior, Intermediate and senior)
- Promote and manage activities ensuring they are well planned and resourced in order to engage students at all levels
- Maintain accurate records of student attendance for enrichment

- Demonstrate activities innovative and high standards of teaching across all key stages
- Take opportunities to work with the Head of Mathematics in co-ordinating staff in the delivery of the Maths department enrichment programme (e.g. organising external speakers and/or special events to raise the profile of Mathematics as exciting and relevant to students' lives.)
- Work with the Mathematics post holders and teachers in the identification of students who would benefit from enrichment activities.
- Organising and running mathematical competitions across abilities and key stages. To include (but not exhaustively): Hans Woyda Mathematics Challenge, UKMT group and individual maths challenges
- Organising and running of the Maths Club
- Establishing a bank of resources and provide training in how to use these resources effectively
- Liaising with member of SLT with oversight for Specialism
- To work with departments to develop and embed numeracy skills appropriate to their curriculum needs
- Allocate time and resources as necessary, reporting to the Head of Mathematics.
- To carry out any other reasonable duties as requested by the Head of Mathematics.

Plus additional responsibilities agreed with the Head Teacher or Line Manager

JOB DESCRIPTION

JOB TITLE Classroom Teacher

GRADE MPS

RESPONSIBLE TO Head of Department

The main role of every teacher, regardless of other responsibilities, is as a classroom teacher

- To inspire children with enthusiasm for the subject and a love of learning.
- Teaching across the full age and ability range, according to National Curriculum requirements and school policy, and preparing lessons, following the department's schemes of work or agreed syllabus.
- Contributing to schemes of work and resources and to the development of the department Policy, as a member of the department team.
- Maintain an orderly-working atmosphere in the classroom, following the school's policies on behaviour, health and safety and equal opportunities.
- To keep up to date with current developments in the subject area and to attend relevant in-service training both within and without the school.

- Regular marking of students' work and attendance registers and carrying out of assessments according to the department and school policy, including regular feedback given to children.
- Regular setting and marking of homework, according to school policy.
- Maintaining and regularly changing stimulating classroom displays.
- Attendance at Department and contractual school meetings.
- Liaison with parents and colleagues where appropriate.
- Adhering to all the school's policies including equal opportunities and referral to Department or Year Head of students causing concern.
- A negotiated Department responsibility delegated by the Department, along with every other member of the team, including new qualified teachers.
- Promote and support extra-curricular activities.
- To carry out the pastoral role of Form Tutor as required
- To carry out any additional responsibilities as agreed with the Head of Department.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

This job description should be read in conjunction with the conditions of Employment for School Teachers DfE 2017.

Job descriptions are reviewed annually and may be amended following discussion with the postholder.