



JOB DESCRIPTION

Title: Numeracy Co-ordinator

TLR: 2b

Role Summary: Develop and monitor the numeracy provision across the College. Lead staff development of numeracy skills and whole College curriculum development of numeracy. Assist in developing policies and procedures in line with College policy, that will ensure high achievement and effective teaching and learning.

Specific Responsibilities

- Lead and oversee developing the numeracy curriculum that provides students with a range of opportunities and the skills they need to prepare for later life.
- Develop and monitor the numeracy provision across the College.
- Lead staff development of numeracy skills and whole College curriculum development of numeracy.
- Assist in developing policies and procedures, in line with College policy, that will ensure high achievement and effective teaching and learning.
- Use data on student performance to inform policy and practice, identify underachieving students, and monitor the effectiveness of numeracy across the College.
- Assist the senior leadership team in considering, planning and reviewing the intent, implementation and impact of any numeracy policies and practices.
- Assist the senior leadership team in establishing plans for the development of the whole College numeracy that support the College Improvement Plan.
- Work as part of teaching, learning and curriculum team.

Leading and managing staff

- Establish clear expectations and constructive working relationships among staff involved with the subject, including, through team working and mutual support, devolving responsibilities and delegating tasks, as appropriate.
- Act as a positive role model for others.
- Evaluate practice, appraising staff as required by the College policy and using the process to develop the personal and professional effectiveness, audit training needs of subject staff.
- Coach members of staff in order to develop teaching and learning within the department and to enable teachers to achieve expertise in their subject teaching.
- Ensure that trainee and early career teachers are trained, monitored, supported and assessed in relation to the appropriate standards.
- Work with the SENCO and any other staff with special educational needs expertise, to ensure that work is matched to individual students' needs.



Efficient and Effective Deployment of Staff and Resources

- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology.
- Maintain existing resources and explore opportunities to develop or incorporate new resources into schemes of work.
- Take reasonable steps to support the wellbeing and workload of staff.
- Use accommodation to create an effective and stimulating environment for teaching and learning.
- Ensure that there is a welcoming, safe working and learning environment in which risks are properly assessed.

Management Information

- Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning.

Communications

- Communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, communicate and cooperate with persons or bodies outside the College.
- Follow agreed policies for communications in the College.

Marketing and Liaison

- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.

Pastoral System

- Be a Team Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Team Tutor Group as a whole.
- Liaise with Year Teams to ensure the implementation of the College's Pastoral System.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of College life.
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- Recognise and celebrate student achievement.
- Recommend the appropriate support and intervention to ensure that each student reaches their full potential and to review and amend these plans as required.
- Contribute to the preparation of Action Plans and progress files and other reports.



- Alert the appropriate staff to difficulties experienced by students and make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the College concerned with the welfare of individual students, after consultation with the appropriate staff.
- Contribute to PSHE and citizenship and character development according to College policy.
- Apply the Behaviour management systems so that effective learning can take place.

Teaching

- Teach students according to their educational needs, including the setting and marking of work to be carried out by the student in College and elsewhere.
- Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- Undertake a designated programme of teaching.
- Ensure a high quality learning experience for students, which meets internal and external quality standards.
- Prepare and update subject materials.
- Use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus
- Encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and College procedures.
- Mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties:

- Play a full part in the life of the College community, to support its distinctive mission and encourage staff and students to follow this example.
- Actively promote the College's corporate policies.
- Continue personal development as agreed.
- Comply with the College's Health and safety policy and undertake risk assessments as appropriate.
- Undertake any reasonable request by the Principal.

All teachers are required to support the College aims and to play a full part in the pastoral, cultural and sporting aspects of College life.