

## Job Description for Primary Maths Coordinator at Traill International School

**We are looking to recruit a dynamic Primary Maths Coordinator with the following professional and personal skills:**

- Successful in teaching maths across Primary Key Stages with an excellent knowledge of British National Curriculum Maths.
- Understanding of high-quality teaching and learning strategies in Maths, and the ability to model this for others and support others to improve.
- Good IT skills · Effective communication and interpersonal skills Personal qualities
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Ability to build effective working relationships with staff and other stakeholders ·
- Ability to adapt teaching to meet pupils' needs
- Ability to build effective working relationships with pupils
- Able to uphold and promote the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Maintain confidentiality at all times
- Commitment to safeguarding and equality

**Responsible to and liaises with the Head of Primary**

**The Successful Candidate should:**

- have clear strategies for scaffolding the work to ensure all learners are challenged and can achieve their best potential
- ensure that learners are fully equipped to continue their studies at the next key stage
- be able to coordinate teachers in the primary section to secure excellent teaching and learning across Primary including own teaching
- support teachers in addressing any gaps in their subject knowledge
- develop excellent shared teaching resources to ensure a consistently high standard of learning in every classroom
- work towards excellent outcomes for all learners, specifically including ESL (English Second Language) *learners and learners with SEN.*

- feedback to learners on how to progress
- make every effort to ensure that learners enjoy learning in the subject and understand its relevance in the wider world and to other learning
- undertake excellent monitoring of learner performance across Primary
- work with Primary teachers to develop learner self-confidence
- champion subject specific super-curricular and co-curricular clubs, events, and visits
- take responsibility for their own classroom behaviour management
- treats learners with respect and kindness in line with our school's ethos
- maintain excellent Communication with colleagues, SMT and parents
- ensure that learners have clear guidance on how to improve their work and engage in a dialogue with staff about this.
- always pass on any safeguarding concerns; either direct disclosures or their own concerns about learners, to the safeguarding team on the same day as the concern arises.
- demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.

**In addition, the successful candidate will be required to:**

- Assist the Head of Primary in creating quality links with the parents of student in their care.
- Work as part of a team in long, medium and short-term planning for specific subject.
- Prepare and implement a subject-specific recording system according to school and Curriculum requirements.
- Plan and carry out a regular programme of assessment tasks and attend moderation meetings as appropriate.
- Provide assessment data and information to the Senior Teachers and Principal at appropriate points in the academic cycle.
- Work to ensure that an environment is created which will enable students to achieve the highest academic standards.
- Plan and evaluate schemes of work in all areas that they teach.
- Prepare written and oral reports on the progress of individual students for parents and the stakeholders.
- Produce appropriate weekly lesson plans that show how the schemes of work are being taught.
- Plan and prepare resources appropriate for the different needs of students who they teach.
- Report to Head of Primary on resource needs and developments within the subject.
- Work as part of a team to promote the subject through written and oral presentations to colleagues, parents, students and the wider community as appropriate.

- Work as part of a team to prepare a term-by-term summary of subject-specific curriculum provision focusing on the knowledge, skills and understanding to be developed.
- Make a positive contribution to effective team building.
- Ensure pastoral needs of students are met.
- Make a positive contribution to extra-curricular activities.
- These tasks will be developed into short and longer-term targets in consultation with the teacher concerned.

Trill International School, Bangkok is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records, online searches and vetting checks.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practices across the school. This is in line with statutory guidance Keeping Children Safe in Education 2023 and The Education Act 2002. We expect all staff and volunteers to share this commitment.