



Candidate Brochure ***Maths Key Stage 4 Coordinator***



THE DEAN TRUST
Believe Achieve Succeed

Maths Key Stage 4 Coordinator

Job Summary

It is an exciting time to join Dean Trust Ardwick's ambitious and experienced Maths Faculty. Our overall approach to teaching mathematics is the Mastery Framework. Within this framework we are currently focusing on utilising 'atomisation', having recently begun working with Unstoppable Learning to improve procedural fluency and enhance systematic spaced retrieval.

The implementation of this pedagogical approach within the Maths Faculty is informed by our work with the local Maths Hub, best practice described by educationalists such as Craig Barton, and research by the EEF.

The KS4 coordinator will be integral to this work and the Faculty leadership team. They will be responsible for driving significant change and modelling expert practice. We are therefore looking for someone who is enthusiastic, highly skilled, and interested in driving significant pedagogical development to work with us to enhance our Faculty.

The Dean Trust is an equal opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.

SALARY:

M1 - UPS3

TLR 2b - £5,872

START DATE:

May 2026 or September 2026

WORKING PATTERN:

Mon-Fri, Term Time Only, plus 5 INSET days

CONTRACT:

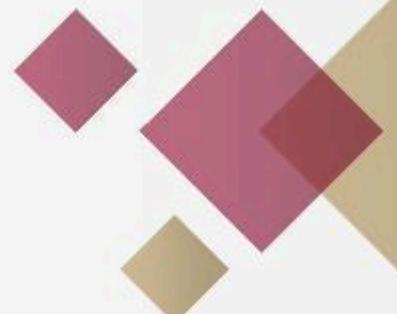
Permanent

LOCATION:

Dean Trust Ardwick, 345 Stockport Road, Manchester, M13 0LF

ACCOUNTABLE TO:

Head of Maths



Main Purpose of the Role

The post holder will be expected to teach Mathematics to the full age and ability range.

The successful applicant will support the Head of Faculty in assuming overall responsibility for leading the curriculum, planning, teaching, learning and assessment of Maths across Key Stage 4.

Key Responsibilities

Teacher of Maths

- To understand, advance and act in accordance with the School's vision, values and core purpose.
- To plan their teaching to achieve progression in pupils' learning.
- To set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through the development of positive and productive relationships.
- To use a variety of teaching methods, including ICT, which sustain the momentum of pupils' work and keep all pupils engaged.
- To make effective use of assessment information to inform planning and maximise pupil progress.
- To mark and monitor pupils' classwork and homework (keeping accurate records), providing constructive oral and written feedback and setting appropriate targets to maximise pupils' progress.
- To develop, evaluate and update schemes of work across all Key Stages.
- To be familiar with the statutory assessment and reporting requirements and know how to prepare and present information reports to parents.
- To be familiar with the Code of Practice on the identification and assessment of Special Educational Needs and as part of their responsibilities implement and keep records of Individual Education Plans for pupils when required.
- To evaluate their own teaching critically and to use this to improve their effectiveness.
- To attend and contribute fully to meetings and progress evenings as required.
- To contribute to activities identified in the Faculty Improvement Plan.
- To carry out the role and responsibilities of a form tutor.
- To contribute to the planning and delivery of wider curricular activities.

KS4 Coordinator

Leadership and Management

- To articulate the school's core purpose, vision and values and ensure that they are understood, shared and acted upon by all Maths teachers.
- Contribute to achieving the school's vision by supporting the Head of Faculty's effective leadership of the Maths faculty.
- Clearly communicating with the faculty around expectations of planning, curriculum implementation, and assessment
- Coordinate curriculum teachers by ensuring that timely and robust communication outlines expectations of staff delivering and resourcing the curriculum
- To be responsible for conducting the annual performance management of members of the Maths Faculty in line with the Trust policy.

School Culture

- Model and uphold the school's approach to securing a strong behaviour culture, supporting the Head of Faculty in promoting high expectations, mutual respect, and professionalism within the Key Stage.
- Promote a calm and focused learning environment by ensuring consistent routines, clear expectations and strong relationships between staff and pupils.
- Reinforce the importance of routines, rules and shared expectations in line with faculty and whole-school policies, supporting colleagues to apply these consistently.
- Promote and support positive, respectful relationships across the school community.

Teaching and Learning

- Overseeing the development of a Key Stage by:
- Providing clear and detailed introductions to the core content, MTPs, potential misconceptions or areas of high challenge, and resourcing for units across the Key Stage ensuring that staff feel confident to deliver the curriculum as intended.
- Ensuring that MTPs are robust and detailed, reflecting the overarching curriculum intent and effectively articulating how pupils progress throughout the unit
- Setting high standards and modelling planning expectations by taking the lead on creating shared resources for this Key Stage
- When necessary, delegating planning of resources thoughtfully, using this to develop both the quality of the curriculum resourcing and staff professional development
- Ensuring the robust coordination of shared resource planning, including ensuring that fair and equitable deadlines are met
- Ensuring that all curriculum resources for the Key Stage align with the DTA House Style and shared subject specific pedagogies
- Ensuring that all shared resources are quality assured to provide staff with a high-quality starting point for the adaptation of delivery to meet the needs of all pupils
- Developing an impactful programme of curriculum enrichment which contributes to pupils' personal development including CEIAG.

Staff Development

- Contributing to Faculty quality assurance and development by:
- Conducting drop-ins to monitor the consistency of curriculum delivery at KS3, providing robust individual feedback and aligning professional development opportunities in the faculty with emerging delivery priorities

- Ensure that the delivery of the curriculum and resources are adapted meaningfully by all classroom teachers to support the success of all pupils, delivering the same curriculum content in a way that enables all pupils to succeed
- Supporting teacher development by modelling the delivery of key elements of the KS3 curriculum

Assessment and Progress Tracking

- Continuously develop and review feedback protocols and develop staff to:
- ensure that staff are effectively conducting whole class feedback,
- ensure staff have a clear understanding of the gaps and misconceptions within their classes
- review the effectiveness of teaching the core content to adapt and refine the delivery of the curriculum
- Monitoring and assessing the impact of homework completion

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.

Person Specification

	Essential	Desirable
Qualifications		
Qualified teacher status	✓	
Evidence of recent and relevant professional development	✓	
Good Honours Degree (2:1 or above)		✓
Second Subject Qualifications		✓
Additional professional qualifications e.g. NPQML		✓
Experience		
Proven excellence as a classroom teacher, including teaching Maths to GCSE level.	✓	
Successful classroom practitioner with a record of excellent examination results.	✓	
Experience of leading or mentoring colleagues.		✓
Evidence of involvement and impact at a faculty level.		✓
Leading professional development that positively impacted on staff and the school.		✓
Successful leadership within a Middle Leadership role.		✓
Knowledge, Skills and Abilities		
Full working knowledge of the National Curriculum requirements for Mathematics	✓	
To be able to work as a member of a team	✓	
Unwavering commitment to improving the life-chances of young people. To be committed to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them	✓	

To be able to work effectively with pupils, staff, parents and members of the community	✓	
Take responsibility for their own professional development.	✓	
To be able to assist in the planning and organisation of school trips/visits	✓	
Understanding of the principles of an effective curriculum and qualifications framework.	✓	
Current knowledge of evidence-based strategies to raise standards of teaching and learning.	✓	
Knowledge and understanding of current educational issues and the ability to respond to them strategically.	✓	
Ability to provide open and honest feedback to bring about improvements.	✓	
Commitment to providing subject enhancement opportunity through the extended curriculum		✓
Understanding of latest research and developments in both their subject and teaching methodology.		✓
Confidence in using ICT to aid pupils' learning		✓
To be able to work with/develop our business partner links in enhancing provision for learning		✓

How to apply

If you would like to apply for this role please apply through our online recruitment site which is available via:

careers.thedeantrust.co.uk

Application Closing Date: 09:00 Monday 2nd February 2026

Interview Date: W/C Monday 2nd February 2026

If you have any queries, please contact the HR team on 01619 722988 or email emmahurworth@deantrustardwick.co.uk

