

Job Description – Second in Mathematics/Progress Coordinator

Post Title:	Second in Mathematics/Progress Coordinator
Core duties:	<p>The exact duties will be tailored to match the skills of the successful applicant but may include one or more of the following:</p> <ul style="list-style-type: none"> • To support the Faculty Leader for Mathematics to design, implement and deliver an appropriately broad, balanced, challenging and differentiated curriculum for students which helps them to progress, enjoy mathematics and become critical thinkers. • To have overall responsibility for tracking and monitoring students' progress in one or more key stages and to support students through designing and leading specialist interventions. • To promote and implement activities that help our students to develop their mathematical and logical thinking skills.
Reporting to:	Faculty Leader for Mathematics
Liaising with:	Head/Deputy Head/Assistant Heads, teaching/support staff, LA representatives, external agencies and parents.
Working Time:	195 days per year. Full-time
Salary/Grade:	Main Pay Scale/UPS, TLR 2a
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of learning, marking policies, trips, activities and teaching strategies in Mathematics. • To contribute to the Curriculum Area and Faculty's development plan and its implementation. • To contribute to the whole school's planning activities. • To assist in implementation of School Policies and Procedures, e.g. Equal Opportunities, Behaviour, Health and Safety, etc.
Curriculum Development:	<ul style="list-style-type: none"> • To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's ethos and development plans. • To keep up to date with educational developments in the subject area, including pedagogy and practice.
Staff Development:	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in and, as relevant, leading arrangements for further training and professional development. • To continue personal development in the relevant areas, including subject knowledge and teaching methods. • To engage actively in the Appraisal Review process.

Quality Assurance:	<ul style="list-style-type: none"> • To contribute to the process of monitoring and evaluation of Mathematics in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek and implement modification and improvement as needed. • To assist in setting of targets within the Faculty and to work towards their achievement. • To develop the quality of teaching and learning. • To help to ensure that the curriculum area meets school standards and follows school systems.
Management Information and use of such information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc, particularly in the area of tracking and monitoring students' progress. • Responding to such data with interventions programmes or the development and implementation of appropriate teaching and learning strategies.
Communications:	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Other Specific Duties:	<ul style="list-style-type: none"> • To fulfil the Job Description of a Teacher, also attached hereto.
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Signed:

- Mr Jonathan Ferstenberg, Head Teacher

Date:

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Signed:
– Miss Sue Parksinon, Faculty Lead for Mathematics

Date:

Signed:
- Progress Coordinator/Second in Mathematics

Date: