

Key Stage 3 or 4 Maths Co-ordinator, Cambourne Village College

JOB DESCRIPTION

Created October 2019 for January 2020 (earlier start date can be negotiated)

Next review: September 2021

Salary

TLR 2c £2,775

Line of responsibility

The KS3 or KS4 Maths Co-ordinator is directly responsible to the Head of Maths.

Line management

The post holder will support with line-management of departmental staff as designated.

Job content

Strategic purpose

- The post holder will deputise for the 2ic of Maths or Head of Maths as required
- The post holder will assist the Head of Maths with the organisation and management of the department as required
- The post holder will assist in developing and assuring the quality of teaching and learning in the department for Key Stage 3 or Key Stage 4

Core responsibilities

- The post holder will assist with the leadership of departmental staff and will contribute to the appointment, induction and professional development of teachers and trainees assigned to the department as required
- The post holder will ensure that designated courses are prepared, resourced, delivered and evaluated for Key Stage 3 or 4
- The post holder will assist the Head of Maths with the effective operation of assessment, recording and reporting systems and the achievement of student targets for Key Stage 3 or 4 cohorts
- The post holder will support the Head of Department in monitoring pupil achievement and attainment at Key Stage 3 or 4, and in taking specific action where required.
- The post holder will co-ordinate and evaluate the intervention programme for Key Stage 3 or 4
- The post holder will contribute to curriculum development, including enrichment opportunities for pupils.

- The post holder will maintain and monitor departmental resources and will ensure that future resource requirements are planned in consultation with the Head of Maths
- The post holder will contribute to the development and delivery of whole College initiatives as required

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

The post holder is required to support and encourage the College's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the College's policy in respect of child protection and safeguarding matters.

The post holder will be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All members of staff are required to participate in the College's appraisal scheme.