

Job Description

Job title: Teacher and KS4 Coordinator - Mathematics	
<p>Main purpose of job:</p> <p>The emphasis will be on promoting effective teaching and learning, securing good or better outcomes for all students within their key stage, helping to lead, manage and develop a specific area of the curriculum and working to enhance the teaching practice of other teachers within the faculty.</p> <p>The current Academy Teachers' Pay and Conditions Document and the DfE Teachers' Standards apply to the professional duties of all teachers in all teaching posts.</p>	
Faculty: Mathematics	Location: Plume Academy
Position reports to: Faculty Leader of Mathematics	Position is responsible for: Supervision of staff who teach within key stage area.
Length of contract: Permanent, term time plus inset	Salary: Main – Upper Pay Scale Plus TLR2C £7,017 per annum.

Main duties
<p>Main Duties</p> <ul style="list-style-type: none"> • to lead curriculum development to ensure the delivery of an ambitious, coherent curriculum that meets the needs of all of our students • to ensure that effective schemes of work are in place for each course at their key stage • to take full ownership for the management and upkeep of progress and attainment data across the key stage • to monitor the progress of students within their key stage, planning and implementing intervention as necessary to ensure students make at least good progress across KS4 • to ensure that teachers know the prior learning and achievement of the students at the previous Key Stage, and use this to inform teaching • to ensure that teachers are aspirational in their targets for students in their classes based on prior achievement data • ensuring that school curriculum policies for assessment, setting, target setting,

recording and reporting are enacted within their Key Stage, ensuring that progression and continuity is achieved across the key stage and between key stages

- to be a model of excellent practice, maintaining a clear focus on outstanding delivery to learners ensuring a centre of best practice and excellence
- to be met in accordance with the provisions of the Academy Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.

Other Activities

- to carry out the duties determined by the Faculty Leader for monitoring and supporting classroom teachers in their faculty
- to work proactively with all stakeholders to support student attainment.

Ethos and Environment

- to ensure a consistent ethos in line with Plume Academy Code of Practice
- to ensure that the quality of appearance and order of their area of the academy is of a high standard
- to maintain health and safety procedures.

Staff Development, Resources and Capitation

- to assist the Faculty Leader in writing and implementing the Faculty Development Plan, in line with Whole School Improvement Plan
- to be involved in the allocation and organisation of resources within the faculty.
- to be involved in capitation accounts, ordering and maintaining stock
- to support, advise and provide opportunities for individuals in the faculty to further their personal development.

Classroom Teaching

Quality of Learning

- to ensure that their lessons are planned in accordance with the schemes of work for each course
- to ensure that they are aware of the prior learning and special needs of their students
- to ensure that they set high expectations for the achievement and behaviour of their students
- to ensure that academy curriculum policies for marking, assessment, setting, target setting, recording and reporting are enacted
- to ensure that progression and continuity is achieved across the key stage and between the key stages

Ethos and Environment

- to deal appropriately in the first instance with behavioural issues in the classroom, seeking support where necessary in line with the academy's behaviour management policy

- to ensure a consistent ethos in line with the Plume Academy Code of Practice
- to ensure that the quality of appearance and order of their teaching area is of a high standard
- to adhere to health and safety procedures.

Staff Development

- to participate in staff development activities
- to take opportunities to develop their own skills and understanding in relation to their role.

Other Activities

- to promote the general progress and well-being of individual students and of any class assigned
- to communicate and consult with parents of students in line with academy policy
- to participate in meetings arranged for any of the purposes described above.

Whole Academy

- to contribute to extra-curricular activities
- to participate in whole-academy planning and developments through working parties and groups

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- to ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy

The Trustees of Plume Academy remain fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Last updated: January 2021 **Date of next review:** Annually in line with the PMR process.

Person specification form

Job Title: Teacher and KS4 Coordinator

Department: Mathematics

Factor	Essential?	Desirable?
Qualifications	<ul style="list-style-type: none"> degree level educated Qualified Teacher Status 	Evidence of further study beyond first degree
Relevant experience / Skills	<ul style="list-style-type: none"> successful teaching across Key Stages 3 and 4 understanding of curriculum issues a proven record of excellence in the classroom involvement in recent professional development commitment to the use of a variety of methods to enhance learning knowledge and understanding of whole academy issues an ability to interpret data an understanding of the Ofsted framework for evaluating teaching and learning a vision for and commitment to the delivery of the subject at Key Stages 3, 4 and 5 a genuine commitment to students and high expectations for their progress and welfare a commitment to the pursuit of high standards in all aspects of the life and work of the academy a personal presence and confidence; warmth and sensitivity an openness and sensitivity to staff, students and parents/carers a commitment to working proactively with students, parents/carers, trustees and other partners in the learning process a commitment to recognising and valuing the achievements of all members of the Academy community a proven ability to work as a team member a commitment to equality of opportunity 	<p>Experience of teaching across all key stages</p> <p>Completion of further development courses such as those offered by examination boards.</p> <p>Knowledge of appropriate opportunities at and beyond Key Stage 5</p> <p>An ability to promote the academy through contact with parents, the media and the local community</p> <p>Experience of monitoring classroom practice</p> <p>A willingness to participate in extra-curricular activities</p>
Aptitude and abilities	<ul style="list-style-type: none"> able to communicate effectively, both orally and in writing able to build and maintain effective relationships at all levels that encourage collaborative working strong planning and organisational skills including the ability to prioritise, multi task and meet deadlines proficient in Microsoft Office (word/excel spreadsheets) 	An ability to offer a second subject.
Personal attributes	<ul style="list-style-type: none"> sense of humour loyalty and discretion. 	
Disposition	<ul style="list-style-type: none"> open communicator. welcoming disposition. 	

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