

**JOB DESCRIPTION & BACKGROUND INFORMATION**

| <b>Post: Key Stage 3 Maths Coordinator - Maternity</b> |   |
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| <b>The role</b>  | <p>To teach maths to Key Stages 3, 4 and 5, providing high quality learning to secure excellent progress and outcomes for all students. To contribute to the development of the curriculum, both in and out of the classroom, based on excellent subject knowledge and pedagogy. To support the effective use of resources, including the learning environment, and to contribute to the wider work of the school, e.g. enrichment, building cultural capital and creating positive relationships with the whole school community. The ability to teach another subject is desirable.</p> <p>In collaboration with the Team Leader for Maths, to support, develop and provide leadership in the Mathematics Department to ensure consistent high standards of teaching, learning, assessment and attainment at Key Stage 3. To lead on the development of the maths curriculum at the KS, ensuring that all students are able to access the learning and have opportunities to succeed. To help co-ordinate and monitor an effective assessment strategy at Key Stage 3. To assist in leading and managing teachers of maths at KS3, promoting consistency and supporting staff to maximise student progress.</p> |
| <b>Grade</b>   | Main/UPS (inner London).<br>TLR2A- £3,391 per annum (pro rata)  |
| <b>Line Manager</b>                                    | Team Leader for mathematics   |
| <b>Headteacher</b>                                     | Sarah Creasey   |
| <b>Team Summary</b>                                    | <p>In addition to the Team Leader, the current team is comprised of:</p> <ul style="list-style-type: none"> <li>• Lead practitioner's x 1</li> <li>• Second in charge x 1</li> <li>• Key stage coordinator x 2</li> <li>• Teacher of Mathematics x 5</li> <li>• Teacher of Maths/AHT x 1</li> <li>• Teach First x 2</li> <li>• Academic tutors x 1</li> </ul>   |
| <b>Terms &amp; conditions</b>                          | This post is offered subject to the terms and conditions in the Teachers' Pay and Conditions Document 2020, the National Standards for Qualified Teacher Status and the Teachers' Standards 2020.   |
| <b>Reason for vacancy</b>                              | This post has arisen due to maternity cover.  |
| <b>Equal opportunities</b>                             | The school operates an equal opportunities policy. We believe in the right of all individuals, regardless of ethnicity, age, disability, sexuality, gender or background to be treated with respect and fairness.   |
| <b>Safeguarding</b>                                    | Parliament Hill School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this. All successful candidates will be subject to DBS checks along with other relevant employment checks.   |

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| Employment checks required                        | <ol style="list-style-type: none"> <li>1. Fully completed application form (curriculum vitae NOT acceptable)</li> <li>2. Rehabilitation of Offenders Act declaration</li> <li>3. Right to work in the UK</li> <li>4. Enhanced DBS</li> <li>5. Employment history including explanation of any gaps</li> <li>6. Proof of academic and professional qualifications</li> <li>7. Qualified Teacher Status</li> <li>8. Statutory Induction Standards (if appropriate)</li> <li>9. General Teaching Council registration</li> <li>10. Occupational Health check</li> <li>11. Receipt of at least two satisfactory references</li> </ol> |
| <b>Information about the recruitment process:</b> |   |
| Start date  | 2 <sup>nd</sup> June 2025 or 1 <sup>st</sup> September 2025 depending on suitable candidates first availability   |
| Closing date                                      | Applications will be reviewed on a rolling basis until the position is filled.<br>We reserve the right to close early.  |
| Interview date                                    | TBC   |
| Interview panel                                   | Sarah Creasey – Headteacher<br>Sandra Poole – Assistant Headteacher (Line manager for Maths)<br>John Petry – Team Leader for Maths  |



### Main responsibilities for Key Stage 3 Maths Co-ordinator

1. Lead on a key stage maths curriculum, assessment and reporting, including the monitoring of pupil progress data across the key stage classes.
2. Identify students in need of intervention and work with Team Leader to implement these interventions.
3. Assign new students to classes as required.
4. Communicate with the maths team on key stage updates to curriculum and implement changes to lesson resources to ensure all topics offer a deep curriculum with high levels of engagement and challenge for all students
5. To engage all key stage maths teachers in the creation, consistent implementation and improvement of schemes of learning and home learning resources which encapsulate key school learning strategies.
6. To provide regular feedback, guidance and support for key stage maths teachers to value and develop good practice and enable them to meet appraisal objectives by impacting positively on student learning.
7. With the Team Leader, to ensure all key stage maths teachers understand and actively implement the key aspects of the school's aims and policies, including the school's behaviour and inclusion policies.
8. Plan enrichment opportunities at KS3.
9. With the Team Leader, provide key stage teachers with support with individual student concerns (behaviour, independent work, attendance etc.)
10. Coach other members of the maths team.
11. Share the latest maths research/cpd with the maths team.
12. With the Team Leader, help to arrange emergency cover materials for lessons.

|                       | Essential  | Desirable    |
|-----------------------|--|--------------|
| <b>Qualifications</b> | <input type="checkbox"/> Honours degree<br><input type="checkbox"/> QTS<br><input type="checkbox"/> Teaching qualification | Maths Degree |

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|                             | <input type="checkbox"/> Evidence of continuing professional development  |  |
| <b>Experience</b>           | <input type="checkbox"/> Experience of teaching<br><input type="checkbox"/> Experience of leading in a Maths department. Evidence of successful practice in teaching and assessing. This may have been demonstrated by a successful teaching practice<br><input type="checkbox"/> Understands how to develop children's learning.<br>Experience of teaching at KS 3,4 and 5   | <input type="checkbox"/> Experience of coordinating at Key Stage 3.    |
| <b>Qualities and skills</b> | <input type="checkbox"/> Excellent classroom practitioner<br><input type="checkbox"/> Ability to communicate very effectively with parents, carers and colleagues High level of commitment<br><input type="checkbox"/> Able to make children's learning relevant and exciting<br><input type="checkbox"/> Able to be an effective team member<br><input type="checkbox"/> Evidence of commitment to Equal Opportunities | <input type="checkbox"/> Able to use ICT to enhance students' learning |