The Charter School North Dulwich

# MATHS KEY STAGE 4 COORDINATOR

# JOB DESCRIPTION

**POST HELD**

Key Stage 4 Co-ordinator – TLR 2b

## RESPONSIBLE FOR

Co-ordination of Key Stage 4 programme of study for Maths at The Charter School North Dulwich.

**RESPONSIBLE TO**

Key Curriculum Leader Maths,

### PURPOSE OF THE JOB

To co-ordinate an effective and efficient programme of study for Key Stage 4; to co-ordinate the range of interventions and syllabuses for students in Key Stage 4 Mathematics and the progression of their learning.

**PARTICULAR DUTIES**

Under the overall direction of the Headteacher

**KEY FUNCTIONS**

* To co-ordinate the Key Stage 4 Programmes of study for Maths-which commence in year 9
* To initiate and co-ordinate opportunities for diversity of the learning experience for Key Stage 4 with the aim to ensure that the school achieves outcomes in line with school-wide expectations and targets
* To co-ordinate the use of performance data of Key Stage 4

**SPECIFIC RESPONSIBILITIES**

***The main responsibilities of the post are to:***

* ensure that teachers in key stage 4 are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils
* provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils
* ensure with the Key Curriculum Leader that classes in a key stage 4 are effectively managed so that pupils can learn in a supportive and calm working environment
* monitor the use of the Positive Discipline Policy in the key stage to ensure that staff are consistent and effective in their use of the policy
* work in liaison with the Key Curriculum Leader to support colleagues in their key stage in dealing with disciplinary issues, taking joint responsibility for managing behaviour in Maths and in the related corridor areas
* with the Key Curriculum Leader lead the professional development of subject staff through example and support, and co-ordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education & subject associations
* ensure the effective and efficient management and organisation of learning resources in Maths, including ICT
* monitor the processes which ensure that pupil attendance and punctuality in Key Stage 4 lessons is monitored and recorded in line with school and Maths policy
* monitor the work areas used by Key Stage 4, helping the Key Curriculum Leader to create a safe, effective and stimulating environment for the teaching and learning of this Key Stage
* work with the Key Curriculum Leader to ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs
* support the Key Curriculum Leader for Maths and the Assistant Key Curriculum Leader in the leadership and management of the Key Curriculum Area, assisting with staff and pupil issues as reasonably required
* support the Key Curriculum Leader in the production of a key stage 4 and Mathematics Development Plan as part of the overall School Development Plan, to include staff development and training implications
* take part in the school performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraise.
* prepare for and attend KCA meetings
* undertake other particular duties in a Key Stage as agreed with the Key Curriculum Leader
* Take responsibility for the gathering and accurate analysis of performance data to ensure the accurate placement of students in Key Stage 4
* Manage staff responsible for interventions to raise achievement in Key Stage 4
* create a common structure and format for schemes of work and summative tests across the Maths curriculum in Key Stage 4
* co-ordinate the inclusion of functional skills into the Key Stage schemes of work
* undertake any other tasks as reasonably required by the Headteacher

**Person Specification:**

**KS4 Mathematics Coordinator Teacher**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * Qualified Teacher Status (secondary age range) * Degree in Mathematics or relevant subject | * Evidence of further study beyond degree |
| **Experience** | * Teaching Mathematics at KS3, KS4 and KS5 * Experience of KS4 GCSE course design delivery and assessment * Mathematics assessment at KS3 * Evidence of improving the teaching and learning of Mathematics through schemes of work and extra-curricular activities * Experience of raising attainment in a classroom environment * Understanding of strategies needed to establish consistently high aspirations and standards of results and behaviour |  |
| **Skills & Abilities** | * Demonstrate high expectations which inspire, enthuse, motivate and challenge students to achieve their best: * Excellent classroom teacher * Excellent behaviour management skills * Ability to tailor lessons to student needs * Ability to use assessment data to generate appropriate and effective intervention work * Demonstrate a strategic and creative approach to problem solving * Ability to build and maintain effective relationships through excellent interpersonal skills * Demonstrate excellent communication skills (verbally and written) * Ability to develop effective teamwork * Demonstrate inclusive approach to education * Ability to work under pressure, maintaining a high sense of perspective * Ability to manage own time effectively * Commitment to regular on-going professional development * Commitment to collaborative working practices | |
| **Personal Qualities** | * Professional, enterprising * Outgoing, approachable, inclusive * Positive, adaptable * Energetic and enthusiastic * Self-motivated, self- confident, reliable * Generosity of spirit, sense of humour * Committed to improving outcomes for all students * Team Player | * Experience of pastoral responsibility in a secondary school |

*The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.*