**The Bourne Academy** **Job Description**

 **The Bourne Academy** – **KS3 or KS5 Maths Co-Ordinator Job Description**

Disclosure Level: Enhanced

TLR Level: TLR2a

Accountable to: The Principal

Line Managed by: Director of Learning/Subject Lead

Responsible for the direction of: Teaching Assistants and Technicians (if appropriate)

**Main Purpose:** To raise standards of student attainment and achievement across KS3 or KS5 Maths. You will be accountable for aspects of student progress and development within KS3 or KS5 Maths and take responsibility for the development of the KS3 or KS5 Maths curriculum.

You will develop and enhance the practice of teachers within the Maths department.

Support in the day-to-day management, control and operation of course provision within the subject, including effective deployment of staff and physical resources as required by the Director

For KS3 coordinator, you will also take responsibility for assessment and analysis of assessment in Maths for Years 7 and 8 and to monitor individual and group student progress against targets within the subject.

Working alongside the Director and Subject Leads, you will provide outstanding leadership and management of the Maths department. You will represent the Maths department in Academy meetings when required to do so by the Director.

**From the old Job description**

**Key Accountabilities:**

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| **Operational/ Strategic Planning** | * Support in the day-to-day management, control and operation of key stage provision within the subject, including effective deployment of staff and physical resources as required by the Director
* Monitor individual and group student progress against targets within the subject
* For KS3 Coordinator, review assessment and analysis of assessment in Maths for Years 7 and 8 and to monitor individual and group student progress against targets within the subject.
* Plan and review learning at key stage transitions ensuring planning for appropriate learning at transition points.
* Implement Policies and Procedures within your area of learning.
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| **Curriculum Development & Innovation** | * Keep up to date with and respond to national developments in the relevant subject area, teaching practice and methodology and research into the brain and how humans learn, and lead Subject Team professional discussions
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| **Staff Development / Deployment of Staff** | * Undertake performance management review(s) and act as reviewer for subject staff as required
* Make appropriate arrangements for classes when subject staff are absent, ensuring appropriate high-quality cover within the subject, liaising with the cover supervisor/relevant staff as necessary
* Participate in the interview process for subject teaching posts when required and ensure effective induction of new staff in line with Academy procedures
* Promote teamwork and motivate staff to ensure effective working relations
* Participate in the Academy’s teacher training programme, including supporting the delivery of numeracy CPD training for staff.
* Support in the delivery of numeracy across the curriculum.
* Act as a mentor for members of the team who are ECT, Teach first and other trainees as appropriate.
* Act as a positive role model, demonstrating a passionate commitment to raising standards for all students and developing opportunities for learner voice
* Help develop a team ethos and provide opportunities for staff to discuss their own personal development and well being
* Support subject staff in their communication with parents/carers, including with challenging parents/carers.
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| **Quality Assurance** | * Ensure that all staff within the subject understand all targets set and work strenuously to achieve or better them
* Establish common high standards of practice within the subject and develop the effectiveness of teaching and learning styles
* Contribute to the Academy procedures for lesson observation and work sampling
* Address areas of weakness in all aspects of teaching and learning in the subject
* Provide accurate information as required for completion of exam entries, class and set lists, reports, curriculum review, option choice booklets and any other information as requested by the Director and /or other Academy staff
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|  | * Support the Director in ensuring that the Academy discipline policy is consistently carried out by all members of staff in the subject to ensure that effective learning takes place
* Liaising with the Director as required, monitor students' progress and performance with the class teacher in relation to targets set for each individual, ensuring that personalised interventions are actioned where necessary
* Act as a Form Tutor and carry out the duties associated with that role as outlined in the generic job description
* Contribute to SMSC and other whole school learning areas according to Academy ethos and policies
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| **Teaching** | * Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
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| **Safeguarding** | * Undertake regular safeguarding training as required
* Ensure that statutory and Ofsted requirements for Safeguarding relating to the subject are met
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| **General Responsibilities** | * To progress the education and welfare of designated groups of students in accordance with the prevailing School Teachers’ Pay and Conditions Document, having due regard to the requirements of the National Curriculum, the aims, objectives and schemes of work of the Academy/Learning Area, Year Cohort, and any policies of the Academy
* Comply with the Academy’s Health and Safety policy and undertake risk assessments as appropriate.
* Take part in the Academy performance management review(s) and act as reviewer for teaching assistants and technicians as appropriate.
* To participate in Academy initiatives where every person is expected to contribute to learner’s progress.
* Play a full part in the life of the Academy community to support its ethos and policies and to encourage and ensure staff and students follow your example.
* To embrace the ASPIRE competencies and actively promote these within your teaching.
* Play a full part in the life of the Academy community to support its ethos and policies and to encourage and ensure staff and students follow your example.
* To work with the Principal and Senior Leadership Team to promote inclusion, and equality of opportunity for both students and staff.
* To share in the corporate responsibility for, and commitment to, the safeguarding and promotion of the well-being and discipline of all students
* Be committed to your own professional learning and uundertake relevant training as required to support the functions of the post and to enhance personal development
* Comply with the Academy’s Health and Safety policy and undertake risk assessments as appropriate
* Such other duties as may be reasonably allocated by your line manager or Principal
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This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually as part of the Performance Management process and it may be subject to modification or amendment at any time, after consultation with the holder of the post in order to reflect changes in organisational requirements and to ensure that the future goals of The Bourne Academy are successfully achieved.

**The Bourne Academy is committed to developing the skills of all members of its learning community. If you have any query about your own personal development, please speak to your line manager.**