

# HIGHGATE

## THE JUNIOR SCHOOL

### Job Description: Maths Coordinator

Answering to the Director of Studies in conjunction with the Assistant Principal (Curriculum), the Junior School Maths Coordinator will have the following responsibilities:

1. To have a vision for the subject and how it contributes to the aims, ethos and development of the school
2. To have a passion for the subject and the ability to lead others in its delivery
3. To have oversight of and overall responsibility for the schemes of work ensuring that there is continuity and progression from Years 3 to 6 and between the Pre-Prep and Senior School
4. To take full responsibility for the long term and medium term planning in all year groups, leading on the short term planning in the year group/s in which they teach. In other year groups, working with Heads of Year and year group teams to develop short term plans
5. To ensure that schemes of work are appropriately challenging for Highgate pupils
6. To ensure the subject is well resourced and that there are appropriate resources available for the schemes of work
7. To take a lead on assessment and data tracking within the subject
8. To work with the Heads of Year to ensure continuity and consistency in awarding assessment grades
9. To work with the Heads of Year to develop appropriate report descriptors for the subject
10. To write and update policy documents relating to the subject
11. To organise and manage regular minuted meetings and briefings for teachers of the subject
12. To be actively involved in work scrutinies and lesson observations within the subject
13. To work in consultation with the Learning Support Coordinator when and where appropriate
14. To ensure that the subject contributes fully and appropriately to the co-curricular life of the school through the provision of clubs and societies, educational visits
15. To ensure that the subject contributes fully and appropriately to the academic extension programmes set up and managed by the Assistant Principal Curriculum
16. To ensure provision of appropriate enrichment activities, and a high standard of display
17. To develop cross-curricular links with other subject areas
18. To participate in partnership work relating to the subject
19. To collaborate wherever appropriate with other staff and particularly with the relevant head of department in the Senior School and coordinator in the Pre-Prep
20. To keep abreast of external developments in the subject, both in an academic sense and in terms of national curriculum requirements
21. To act as a catalyst for the discussion and dissemination of good practice
22. To advise the Director of Studies and Assistant Principal Curriculum of academic issues relevant to the subject

