



Job Description: Maths Key Stage Coordinator TLR2a

Responsible to: Academic Leader for Maths

SCHOOL LEADERSHIP

To contribute to the wellbeing and development of the school as a Catholic Community by the care of pupils, guidance of teachers and by advising the Academic Leader and members of staff, where appropriate.

LEADERSHIP OF STAFF

- a) To assist the Academic Leader in appraisal of teachers within the subject area.
- b) To contribute to effective departmental meetings.
- c) To lead and oversee outstanding teaching and learning in the KS3 groups.
- d) To encourage and develop staff in the outstanding teaching of the subject area, by planning relevant SDS and CPD opportunities.
- e) To set work for absent staff in KS3 when appropriate.
- f) To allocate staff appropriately to work with pupils in the subject area.

CURRICULUM AND SYLLABUSES

- a) To lead and oversee the planning and implementation of appropriate schemes of work, to keep up to date with national and local considerations and advise the Academic Leader.
- b) To monitor planning, marking and homework in the KS3 group and report to the Academic Leader.

RESOURCES

- a) To ensure that equipment/resources are used effectively.
- b) To ensure that all classrooms in the subject area (including displays) are conducive to good learning.

ORGANISATION

- a) To plan and prepare for subject meetings.
- b) To assist and liaise with the Academic Leader on the effective administration for pupils for public examinations within the subject.
- c) To assist the Academic Leader in the examination organisation within the subject, including public examinations.



PLANNING, EVALUATION AND ASSESSMENT

- a) To regularly review teaching and learning styles and standards within the department and to observe lessons and conduct learning walks, reporting to Academic Leader.
- b) To organise and collate assessments and plan for appropriate intervention.
- c) To advise the Academic Leader on areas for development based on student progress (including SEND, Disadvantaged, CIOC and other key groups).
- d) To oversee the monitoring of pupil progress within the subject.
- e) To lead and manage science specific interventions at KS3.

OTHER SPECIFIC DUTIES

All Teaching Staff are expected to meet the relevant Professional Standards for Teachers, in addition to the job description detailed above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply from time to time, with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in this job description.