



JOB TITLE: KS3 Maths Coordinator

BAND: TLR 3C

JOB PURPOSE

To lead the designated phase and coordinate planning, teaching and learning within the key stage, and to liaise with other key-stage leaders where necessary, to ensure continuity and progression throughout the curriculum.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust's central team Vision and Values.
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination taking place.
- To comply with all Trust policies including Code of Conduct, Safeguarding Policy and E-Safety Policy.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in the Performance Management Procedure and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES

The responsibilities of the Key Stage 3 Maths Coordinator, in addition to the generic classroom teacher's responsibilities:

- Organise the development and monitoring of the Key Stage 3 scheme of work.
- Organisation and QA assessment of students within Key stage 3.
- Maintain a central record of results for KS3 Maths students and undertake regular KS3 monitoring /analysis to identify students who are underachieving in KS3 Maths.
- Plan interventions to raise the attainment, broaden the experiences and develop the skills of individual students in Maths.



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- Initiate and maintain the provision of extra-curricular activities related to Mathematics including a programme of events and challenges to encourage student involvement, interest, creativity and participation in further study in Mathematics
- Contribute to the Department development plan, its implementation and the part it plays in the whole school development.
- Develop the department knowledge of mastery in KS3

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature : Date: Name in full