



OLDFIELD SCHOOL

Job Description

Position:	Mathematics – Key Stage 3 Coordinator
Responsible To:	Mathematics, Business and Computing Leader of Learning
Responsible for:	Teaching and support staff with the subject area
Grade:	TLR 2a
Disclosure Level:	Enhanced DBS

Core purpose of the post:

- To raise standards of student attainment and achievement within the subject and to monitor and support student progress.
- Support the development of high quality teaching and learning across the learning area.
- To be responsible for:
 - developing and evaluating the Year 7 and Year 8 curriculum;
 - assisting the Leader of Learning with monitoring the quality for the teaching and learning within mathematics;
 - promotion of mathematics through extra-curricular activities.

Duties and responsibilities attached to this post are as follows:

Teaching

1. To carry out the duties outlined in the MPS/UPS Teacher job description.

Leadership and Management of Learning

1. Contribute to the implementation, evaluation and success of the school's long term aims and improvement plan.
2. Assist the LOL in developing and implementing policies and practices for the learning area which reflect the school's commitment to high achievement, effective teaching and learning;
3. Establish a clear, shared understanding of the importance and role of the subject(s) in contributing to students' spiritual, moral, cultural, mental and physical development, and in preparing students' for the opportunities, responsibilities and experiences of adult life;
4. With the LOL, develop, monitor and review the provision in the learning area in terms of:
 - a. student progress through the analysis of performance data, using this information for planning and target setting across the learning area;
 - b. identifying appropriate attainment and/or achievement year group targets;
 - c. the development of appropriate programmes of study, resources, policies and assessment and learning strategies within the learning area;
 - d. lesson observation, work scrutiny, performance data analysis and the subject SEF.
5. Support the securing and embedding of the school's pastoral and behavioural support systems within the learning area.

Leading and Managing Staff

Support the Leader of Learning in providing the support, challenge, information and development necessary to sustain motivation and secure improvements in teaching and learning.

1. Help staff to achieve constructive working relationships with students;
2. Establish clear expectations and constructive working relationships among staff involved with the learning area through team working and mutual support; devolving responsibilities and delegating tasks as appropriate; evaluating practice; and developing an acceptance of accountability;
3. To assist the Leader of Learning to ensure effective induction of new staff in line with school procedures;
4. To assist with the day-to-day management of staff within the learning area and act as a positive role model;
5. Appraise staff as required by the school policy and use the process to develop their personal and professional effectiveness;
6. Undertake regular lesson observation for staff appraisal and to share good practice;
7. To take minutes at learning area meetings and distribute.

Teaching and Learning of Mathematics in Year 7 /8

Ensure curriculum coverage, continuity and progression in the for all students, including those of high ability and those with special educational or linguistic needs.

1. Undertake regular work sampling to ensure that schemes of work are being followed, work is being assessed and appropriate feedback is provided.
2. Ensure that there is effective administration for internal examinations.
3. Ensure effective development of students' literacy and oracy and information technology skills through the subject.
4. Establish and implement clear practices for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for future improvements.
5. Coordinate 1:1 provision and interventions for students.
6. Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject.
7. Ensure that students are involved in peer and self-assessment.
8. To lead on currently established provision and to explore further opportunities for competitions, trips and visits to enrich the Maths experience of all students.

General

1. To actively support the vision, ethos and policies of the school.
2. To promote and safeguard the welfare of children you come into contact with.
3. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Special Notes and Conditions

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

Person Specification

The following person specification outlines the key skills and experience required for this position.

The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.

The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.

Qualifications

- Good subject specific degree.
- Qualified Teacher Status.
- Evidence of wider, recent and relevant professional development.

Experience

- Outstanding teacher.
- A proven track record demonstrating progress made with own classes.
- Demonstrate successful, creative teaching which embraces contemporary pedagogy.
- Experience and commitment to teaching in a comprehensive school.
- Experience of teaching and learning in a secondary school across KS3 to KS5.
- Experience of leading and working successfully within a school community.
- Experience of involving parents/carers in their child's learning.
- Experience in using new technologies to improve learning.

Knows about:

- Working knowledge of relevant subject examination syllabuses.
- Understanding of the key national developments affecting the subject.

Able to:

- Lead, motivate, challenge and inspire staff and students.
- Identify, challenge and improve underperformance.
- Initiate and successfully implement change including raising achievement.
- Lead improvement and development in learning and teaching in the Key Stage.
- Promote a curriculum which meets students' needs and national priorities.
- Use data to monitor/track progress and support learning, set targets and monitor and evaluate performance.
- Improve students' behaviour.
- Empower and sustain effective teams.
- Communicate clearly, both verbal and written.
- Delegate and negotiate.
- Organise, plan and prioritise time effectively.
- Act decisively.

Committed to:

- A collaborative school vision of excellence and equity that sets high standards for every student.
- The setting and achieving of ambitious, challenging goals and targets.
- Evaluating practice and embedding a process of continuous improvement.
- Inclusion and the ability and right of all to be the best they can be.
- The raising standards for all in the pursuit of excellence.
- Distributed leadership and management.
- The sustaining of personal motivation and that of all staff.
- The developing and sustaining of a safe, secure and healthy school environment.
- Individual, team and whole-school accountability for student performance.
- Effective team work within the school and with external partners.
- Involvement of parents and the community in supporting the learning of children and in defining and realising the school's vision.
- Supporting the full life of the school.

Personal Qualities

- High levels of motivation and energy, ambitious and upbeat.
- Enthusiasm, drive and a love for the job.
- Clear vision and an innovative approach.
- Flexible and collaborative.
- A passion for ensuring all aspects of school life demonstrate integrity and respect.
- Sense of humour and ability to work under pressure whilst maintaining an appropriate work/life balance.
- Willingness to challenge others to produce positive outcomes.
- Be passionate about teaching and learning.
- Be passionate about high standards and achievement and excellence for all.
- Enthusiasm for student welfare, their success and happiness.

Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.