

# Job Description: KS5 Maths Coordinator/ Maths teacher

**Reporting to:** Head of Department

**Start date:** September 2017

**Salary:** Ark MPS (£26,791 - £37,828)/ UPS (£40,104 - £43,127) dependent upon experience, plus TLR2a (£2,639)

**Disclosure level:** Enhanced

## The Role

To lead on KS5 maths, deliver outstanding teaching, to ensure effective student learning in the subject and to achieve excellent results for the students.

To be a role-model and impact positively on the academy more widely.

## Key responsibilities

- To lead on the design, development and review of the KS5 Mathematics schemes of learning, lesson plans and resources for the KS5 curriculum
- To maintain expert knowledge of T & L at KS5, keeping abreast of the latest research and publications, attending courses and disseminating great practice to members of the department
- To visit successful KS5 Mathematics providers and include good practice observed when planning for provision at INA
- To support the Head of Department with monitoring and evaluation of teaching and learning within KS5 Mathematics by conducting regular learning walks, lesson plan checks, book looks and lesson observations
- To support or coach less experienced members of the team to develop great teaching practice at KS5
- To research, amend and administer appropriate assessments for all KS5 Mathematics courses
- To track and monitor data at KS5, identifying students requiring additional support and managing interventions
- To review the KS4 curriculum and advise the KS4 coordinator of amendments needed to best prepare students for study at KS5
- To plan, resource and deliver imaginative, interactive and inspiring lessons that ensure that effective learning takes place and students make excellent progress
- To provide a nurturing and stimulating classroom and academy environment that helps students to develop as learners
- To maintain/establish positive behaviour for learning across the whole academy
- To contribute to the effective working of the academy
- To support students in the acquisition and development of learning dispositions and positive character traits

- To provide stimulating and enriching extra-curricular opportunities for students and potentially for members of the wider school community
- To be accountable for student progress and attainment levels in their own classes.

## Outcomes and activities

### Teaching and learning

- With direction from the Head of Department, to plan and prepare effective teaching modules and lessons
- To teach engaging and effective lessons that motivate, inspire and involve students and improve student attainment
- To use regular assessments to monitor progress and set targets
- To respond accordingly to the results of such monitoring to differentiate intervention
- To utilise a full range of AfL strategies
- To maintain regular and productive communication with parents, to report on progress, sanctions and achievements
- To promote reading and teach literacy skills.

### Academy culture

- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships by maintaining a presence around the Academy
- To help develop an Academy culture and ethos that is utterly committed to achievement
- To demonstrate a commitment to equality of opportunity for all members of the Academy's community
- To actively promote the Academy at all times
- To contribute to discussions at meetings
- To contribute to the writing and implementation of the Academy Improvement Plan
- To be active in issues of student welfare and support.

## Other

- To be a form tutor and deliver tutorial, BRIDGES and PSHE sessions to the form group
- To undertake other various responsibilities as directed by the Head of Department or Principal
- To undertake the main professional duties of a teacher as set out in the Ark pay and conditions of service document
- To meet the expectations of all INA staff as laid out in the Staff Expectations Policy

- To uphold all Academy policies with consistency and diligence.

