

***Our Motto is "The Pursuit of Excellence"***

<b>KS 4 Mathematics Co-ordinator Job Description</b>	
<b>Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Job Description:</b>	At the heart of a successful college/school is the provision of high-quality teaching, the effective use of resources, improving standards of achievement for all learners, and the promotion of learners' personal development and well-being. A subject teacher plays a key part in this provision by a commitment to the college's/school's ethos, by working effectively in subject and pastoral teams, and by delivering high standards of teaching and learning and personal care. In this way, s/he assists the school/college in reaching its targets and objectives.
<b>Job Purpose:</b>	To lead on KS4 Maths, deliver outstanding teaching, to ensure effective pupil learning in the subject and to achieve excellent results for the pupils. To be a role-model and impact positively on WAT more widely.
<b>Job Title:</b>	KS4 Mathematics Co-ordinator/Teacher of Mathematics
<b>Location:</b>	Wootton Upper School [and Kimberley College for A level teaching]
<b>Reporting Line:</b>	Head of Mathematics & Engineering
<b>Hours:</b>	Full Time
<b>Line Management Responsibility for:</b>	Mathematics teachers as agreed with the Head of Mathematics & Engineering
<b>Working Time and Conditions:</b>	These will be as specified in the latest School Teachers Pay and Conditions Document. The post holder will continue to meet, maintain, and build upon, as appropriate: <ul style="list-style-type: none"> <li>- the National Standards for QTS as laid down by the Training and Development Agency, relating to a) Professional values and practice b) Teaching c) Knowledge and understanding;</li> <li>- the Induction Standards; and</li> <li>- the Threshold Standards (Please see <a href="http://www.tda.gov.uk">www.tda.gov.uk</a>).</li> </ul>

**Principal  
Accountabilities/  
Responsibilities**

**Key responsibilities:**

- To lead on the design, development and review of the KS4 Mathematics schemes of learning, lesson plans and resources for the KS4 curriculum
- To maintain expert knowledge of T & L at KS4, keeping abreast of the latest research and publications, attending courses and disseminating great practice to members of the department
- To visit successful KS4 Mathematics providers and include good practice observed when planning for provision at WAT
- To support the Head of Department with monitoring and evaluation of teaching and learning within KS4 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 KS4
- To research, amend and administer appropriate assessments for all KS5 Mathematics courses
- To track and monitor data at KS4, identifying learners requiring additional support and managing interventions
- To review the KS3 curriculum and advise the Head of Department of amendments needed to best prepare learners for study at KS4.
- To plan, resource and deliver imaginative, interactive and inspiring lessons that ensure that effective learning takes place and learners make excellent progress
- To provide a nurturing and stimulating classroom and academy environment that helps pupils/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 learners in the acquisition and development of learning dispositions and positive character traits
- To provide stimulating and enriching extra-curricular opportunities for learners and potentially for members of the wider school community
- To be accountable for learner 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 learners and improve learner 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 pupil welfare and support.

**Other:**

- To be a form tutor and deliver PSHCE sessions to the form group
- To undertake other various responsibilities as directed by the Head of Department or Executive Principal
- To undertake the main professional duties of a teacher as set out in the STPCD
- To meet the expectations of all WAT staff as laid out in the Code of Conduct Policy

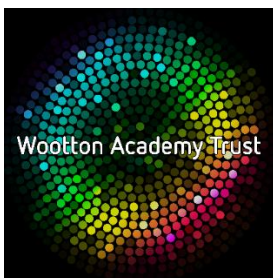
To uphold all Trust policies with consistency and diligence.

**Other Specific Duties:**

To undertake any other duty as specified by the STPCD not mentioned in the above.

To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you may be changed by the Executive Principal to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.



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<b>KS 4 Mathematics Co-ordinator Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<p>Qualified Teacher Status.</p> <p>Graduate in Mathematics or closely related subject area.</p>	
<b>Experience</b>	<p>Experience of teaching KS3 Mathematics National Curriculum and KS4 GCSE Mathematics specification[s].</p>	<p>Experience of teaching KS 5 Mathematics A Level.</p>
<b>Knowledge &amp; Skills</b>	<p>Excellent subject knowledge including national curriculum requirements and public examination specifications.</p> <p>Ability to contribute to the further development of Schemes of Learning at all Key Stages.</p> <p>An accomplished teacher able to plan and deliver lessons which engage learners of all abilities.</p> <p>Strong ICT skills with a clear understanding of the potential for ICT to support teaching and learning.</p> <p>Excellent interpersonal, communication and behavioural management skills.</p> <p>Organised with effective planning and time management skills.</p>	
<b>Personal competencies and qualities</b>	<p>Possess personal warmth and be able to gain the confidence of pupils and parents, demonstrating the ability to create a positive rapport with pupils and a safe environment within which the pupil can flourish;</p> <p>The ability to work collaboratively with others as part of a team.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Flexible to meet the needs of Wootton Academy Trust.</p> <p>Commitment to continuous professional development.</p>	<p>Willingness to play a full part in the department and Trust's extra-curricular activities.</p>