



Twyford Church Of England Academies Trust

“I have come that you might have life
and have it to the full” John 10 v10



Twyford Church of England High School

Job Description

Job Title:	KS4 Maths Coordinator
Grade:	TLR 2b (£5,652)
Line Manager:	Head of Maths
Supervisory Responsibility:	Performance management of 2-3 Maths teachers. Y9, Y10 and Y11 Maths teachers.

Main purpose of the job

To achieve outstanding examination outcomes at KS4 throughout the department.

To ensure the curriculum meets the needs of all learners and provides excellent transition to KS5.

To ensure the support of staff through efficient systems and exemplary staff development.

Outcomes

1. Achievement

- Achievement in KS4 Maths is outstanding with positive value added in Y9, Y10 and Y11.
- Results effectively monitored and reported to the Head of Maths and at department meetings.
- Bringing the E&D/disadvantaged student cohorts' achievement into line with that of other students.

2. Teaching

- Linear standardised assessments used across the Trust in Y9, Y10 and Y11.
- Curriculum resources available on the VLE for Y9, Y10 and Y11 courses with learning outcomes in place for all lessons within a common framework.
- Assessment materials are available for department.
- Resources to support assessments are sourced and produced (mark schemes and student feedback sheets) and made available to class teachers.
- Develop the core curriculum to maximise progress for students in these classes.

3. Leadership

- There is a clear vision for the enjoyment of Maths in KS4.
- Responsibilities for staff development and training.
- Collaborating with other KS4 post-holders (across Trust Schools) to share and adopt best practice.

Specific responsibilities and tasks

1. Achievement

- Analysis of results (under guidance of the Head of Maths) to monitor progress of students and cohorts (including Pupil Premium) in Y9, Y10 and Y11 after each key assessment.
- Orchestrate setting arrangements ensuring students are placed in appropriate groups according to aptitude and attainment.
- Provide regular feedback to the Head of Maths about progress of students, and to discuss issues with delivery and progress as they arise.
- Coordinate the departmental celebration of success of students' work through liaison with class teachers, Head of Year, Head of Maths and the Twyford Times/Twyfordian editorial teams.
- Support class teachers to address underachievement by organising interventions for underachieving students.

2. Teaching

- Set clear expectations for teachers in all aspects of delivery of the KS4 course.
- Ensure schemes of work are available on the VLE and are used by all teachers.
- Support the KS3 coordinator to review and refine KS3 resources to support teachers delivering the KS4 Maths curriculum and ensure these resources are on the VLE to promote independent learning from students.
- Ensure that standardised assessments are available for Y9, Y10 and Y11 for teachers ahead of termly assessment points, including mark schemes and student feedback sheets.
- Undertake routine monitoring of learning via formal measures (e.g. drop-ins/coaching/work scrutiny/book looks) and casual monitoring (checks of student planners etc.)
- Planning the scheme of work for the core curriculum in Y9, Y10 and Y11. This will include managing the KS4 teaching team to produce lesson level resources for the core curriculum in Y9, Y10 and Y11.

3. Leadership

- Undertake performance management of 2-3 members of the department ensuring performance targets are appropriately set and monitored.
- Provide additional support for staff who are at risk of underperformance
- Report at department meetings about operational aspects of the courses and keep the department informed about forthcoming assessments and events.
- Provide coaching support to ECTs and ITT candidates as directed by Head of Maths.
- Run department detention system with the Head of Maths and other key department members.
- Support Head of Maths and Lead teacher of Maths in taking forward formal staffing procedures as required
- Speaking to and collaborating with KS4 post-holders across the Trust at and between Trust Conferences, and working with them to adopt best practices across the four schools.

Key measures of success

Delivery of this job specification would be one of the successful candidate's performance management targets.
