



Twyford Church Of England Academies Trust

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



Job Description

Job Title:	Accountancy T Level Coordinator
Grade:	Main Professional Grade (MPS/UPS) + TLR 2b £5,652pa
Line Manager:	Head of Maths Department
Supervisory Responsibility:	Subject to Candidate Experience

Main purpose of Post

To support the Director of T levels in the achievement of outstanding outcomes in the curriculum and wider curricular offer within the Ada Lovelace Maths department at KS5 (including KS4 into KS5 transition).

Outcomes

The outcomes below are in addition to current post holder outcomes:

Achievement

- Achievement in KS5 accountancy is effectively monitored and supported, areas of weakness are identified and addressed.
- Achievement in KS5 accountancy is outstanding, effectively monitored and reported to the Head of Maths
- KS5 assessment systems are the model of outstanding practice, formative assessments are robust, capture assessment objectives and prepare students for their examinations.

Teaching

- Curriculum and assessment frameworks are clear and support outstanding progression
- All staff are confident and consistent in the delivery of good and outstanding KS5 lessons
- The learning habits of KS5 students within the department are outstanding
- The learning habits of potential T-level students at KS4 are outstanding

Behaviour

- KS5 student conduct within the department is uniformly outstanding

Leadership

- There is a clear vision for the enjoyment of Accountancy at KS5
- Lead in the organisation and development of the T-level accountancy curriculum.
- Support is given to KS5 leads and T-level teachers to support areas of weakness
- In conjunction with the T level team undertake all advertising and marketing required to ensure that we achieve viable course numbers

Other

- KS5 Accountancy wider Learning Programme is a model of outstanding practice
- The transition of the students from KS4 into KS5 is a model of outstanding practice
- Copia (the school's virtual learning platform) for the department is well utilised to support students of all abilities to make progress and develop effective independent learning behaviour

Specific responsibilities and tasks

The responsibilities and tasks below are in addition to current post holder responsibilities and tasks:

Achievement

The curriculum and assessment systems enable achievement to be outstanding within Accountancy

- Support with internal systems of progress and results analysis to monitor students and key cohorts.
- Support Head of department with the systems for identification of KS5 student causes for concern and how to address such issues.
- Provide regular feedback to the Head of Maths about progress of students, and to discuss issues with delivery and progress as they arise
- Support with KS5 intervention strategies for individuals/cohorts where appropriate.

Teaching

Curriculum and assessment frameworks are clear and support outstanding progression

- Be an outstanding teacher of maths with a history of at least two years of successful results
- Provide training and support for staff teams in the context of KS5 curriculum change or development
- Ensure that there are schemes of work in place for the T- level curriculum.
- Ensure that the lesson power-points and other teaching and learning resources are available on the school's VLE in the consistent format (including differentiated learning outcomes, lesson prep and consistent visual clues for AFL etc.)
- Ensure Copia (the school's virtual learning platform) for the department is well utilised to support students of all abilities to make progress and develop effective independent learning behaviour
- Ensure that potential T-level students at KS4 develop the learning habits expected of KS5 students, including independent learning habits and note taking skills

All staff are confident and consistent in the delivery of good and outstanding lessons. Training is supplied where necessary to help facilitate this

- Support the Head of Department to ensure curriculum and teaching and learning policies for the department are in place and well understood by staff teams
- Support Head of Department in the programme of KS5 lesson observations (including department lesson looks /paired observations and performance management observations)
- Support the Head of Department in auditing the quality of delivery at KS5 level via work scrutiny, formal and informal reviews
- Contribute to the training programmes for staff as appropriate
- Support the Head of Department in undertaking routine monitoring of KS5 learning via formal measures (e.g. work scrutiny/book looks) and casual monitoring (checks on student planners etc.)

Behaviour

Learning behaviour within the department to be outstanding

- Support Head of Department and KS5 Teachers in enforcing KS5 behaviour expectations
- Support Head of Department in addressing issues in behaviour through modification to department systems and approaches (including to teaching and learning) and staff training

Leadership

The development of the curriculum in Accountancy enables teachers to deliver good and outstanding lessons

- Support Head of Department with strategic planning overview and departmental development planning
- Monitor day to day KS5 classroom practices to ensure they are in line with departmental and whole school policies
- Lead in the organisation and development of the Accountancy T-level curriculum and assessments
- Lead, with the support of HOD and the T-level team, in securing work placements for KS5 students.
- Liaise with KS5 coordinators across the Twyford Trust to ensure best practice is taking place at Ada Lovelace.

The development of the enrichment activities to enhance the support given to KS5 accountancy students

- Work with the T-level team and enrichment lead to develop the KS5 wider learning program.
- Ensure that systems are in place for giving accountancy students appropriate information and guidance are in place for KS5
- Lead the transition of students from KS4 into KS5 to ensure they have appropriate information and guidance alongside developing KS5 style learning habits, including independent learning habits and note taking skills

Support is given to teachers to facilitate the delivery of good and outstanding lessons

- Support Head of Department in performance management of staff
- Undertake regular coaching and mentoring of department members
- Ensure all teachers are confident and consistent in their use of department-wide systems
- Support Head of Department in the day to day running of the department where appropriate

In conjunction with the T level team undertake all advertising and marketing required to ensure that we achieve viable course numbers

- Produce high quality marketing materials = banners, ppts, etc
- Advertise the Accountancy T level at all relevant Trust events – assemblies, careers workshops, parent evenings at the 4 Trusts schools
- Secure high profile Accountancy Industry partners to support in the marketing and advertising

All staff are expected to make a contribution to the wider life of the school (enrichment activities, clubs, trips and visits or support activities).

Mainscale job descriptions have been drawn up in line with the National Teachers Standards (DFE 2012); these also apply to all management post holders.

Key measures of success

- % of students on target in internal /external assessments
- Internal VA measures
- Lesson Observations & outcomes of Department Audits
- Successful delivery of KS5 wider learning offer
- Successful work experience placements

Person specification

	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • University Graduate with a good degree • Qualified Teacher Status • Relevant successful experience as a teacher within a high achieving secondary school • A proven record of success in raising standards • Experience of the use of student results analysis outcomes to inform practice and target improvement • Experience of curriculum design • Successful experience of managing whole school change • Some successful experience of team leadership & management of staff • An ability to develop effective curriculum resources in KS4/5 to meet the needs of the full ability range. • An understanding of the processes and techniques required to assess record and report students' learning effectively • 	<ul style="list-style-type: none"> • Evidence of further professional development • An understanding of the importance of, and a willingness to participate in, extra-curricular activities. • Experience/links within the Accountancy industry.
Personal Qualities	<ul style="list-style-type: none"> • A strong commitment to and ability to articulate & model the values of the Twyford Trust • A firm approach to discipline, and good classroom management skills • An ability to work within, lead and motivate a team • An ability to generate enthusiasm • Is committed to the highest standards in all areas of school life (behaviour, academic, enrichment). • Has a strong grasp of contemporary educational issues • A proven team worker with a very strong commitment to collaboration • Has outstanding communication and interpersonal skills to generate long lasting partnerships with high profile industry partners • Good time management/ able to multitask • Willing to contribute to the rich life of the school, including its extra-curricular offer 	

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.