



## Twyford Church Of England Academies Trust

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



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### William Perkin Church of England High School

#### Job Description

<b>Job Title:</b>	<b>KS5 Mathematics Coordinator</b>
<b>Grade:</b>	Main professional grade plus TLR 2c - £6,646
<b>Line Manager:</b>	Head of Mathematics Department
<b>Supervisory responsibility:</b>	Subject to candidate experience

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#### Main purpose of Post

- To develop an outstanding curriculum offer at KS5 in both Maths and Further Maths A Level
  - To monitor progress at KS5
  - To ensure large student take-up at A-Level through effective marketing and IAG
  - To be part of the department leadership team, delivering outstanding KS4 and KS5 results
  - To achieve outstanding outcomes at KS5 in the curriculum within the department
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#### Outcomes

##### Achievement

- Achievement at KS5 Mathematics is effectively monitored and areas of weakness are identified and addressed
- Achievement is outstanding within KS5 Maths
- Achievement is outstanding amongst Gifted and Able students in Mathematics (Further Maths cohort)

##### Teaching

- Lessons taught are outstanding
- KS5 Curriculum and assessment frameworks are clear and support outstanding progression
- All staff are confident and consistent in the delivery of good and outstanding lessons at KS5
- KS5 learning behaviour within the department is outstanding

##### Behaviour

- Student conduct within the department is outstanding

##### Leadership

- There is a clear vision for the enjoyment and application of Maths
- Maths A-Level students are well supported in their university applications
- Post-holders within the department are well supported to carry out their roles
- The curriculum in Maths for William Perkin meets the gold standard achieved at Twyford School
- All teachers within the delivery teams use departmental and whole school systems consistently and well

## Other

- Maths Wider Learning Programme is a model of outstanding practice
  - University (and other) trips led successfully
  - Maths EPQs successfully organised
  - Lead community service by mathematics A-Level students
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## Specific responsibilities and tasks

### Achievement

#### **Achievement at KS5 is effectively monitored and areas of weakness are identified and addressed**

- Collaborative responsibility for the planning of the KS5 curriculum
- Collaborative responsibility for embedding KS5 skills into developing KS4 curriculum (leading on Grade 8/9 teaching)
- Responsibility for department tracking systems at KS5
- Responsibility for internal system of progress reporting to faculty meetings by post-holders /teachers
- Responsibility for system for identification of student cause for concern
- Responsibility for system for identification of more general concerns
- Responsibility for evaluating prior attainment of students on entry at KS5
- Liaise with HOD regarding student setting arrangements. Make sure they are effectively set up and sustained within KS5
- Liaising with all Mathematics departments across the Twyford Trust regarding development of KS5 curriculum.

#### **Achievement is outstanding at KS5 and KS4**

- Identify areas of underperformance and ensure improvement plans drawn up and delivered
- Agree and monitor intervention strategies for individuals/cohorts where appropriate
- Lead/manage interventions as required (at individual or group level)
- Ensure your own classes achieve outstanding results at KS4
- Ensure your own classes achieve outstanding results at KS5 (internally in the first year)

### Teaching

#### **KS5 Curriculum and assessment frameworks are clear and support outstanding progression**

- Research, design, review and maintain KS5 curriculum framework for the department
- Liaise with HOD over proposed course changes
- Provide training and support for staff teams in the context of curriculum change or development
- Ensure all schemes of work are clear and provide an appropriate framework for the design of outstanding lessons
- Ensure differentiation within the curriculum and its delivery ensures that all students are engaged and stretched
- Agree with the leadership team the strategy for the development of resources (including use of text books and online resources as appropriate)
- Ensure that the teaching and learning resources are fit for purpose and used efficiently and effectively
- Ensure the VLE for the department is well utilised to support effective independent learning
- Development of effective exam preparation resources at KS5

#### **All staff are confident and consistent in the delivery of good and outstanding lessons at KS5**

- Develop KS5 curriculum and teaching and learning policies for the department, ensure they are in place and well understood by staff teams

- Ensure good practice guidance/exemplars in relation to teaching and learning are shared
- Develop a culture of sharing best practice in teaching and learning
- Support HOD in the programme of lesson observations (including department lesson looks /paired observations and performance management observations)
- Audit the quality of delivery at KS5 via work scrutiny, formal and informal reviews
- Contribute to the training programmes for staff as appropriate (department level and Whole School)

#### **KS5 Learning behaviour within the department is outstanding**

- Undertake routine monitoring of learning via formal measures (e.g. work scrutiny/book looks) and casual monitoring (checks on student planners etc.)
- Liaise with SLT/HOD to develop Whole School policy on KS5 lesson prep and homework
- Ensure Whole School policy on lesson prep and homework is consistently and effectively used
- Ensure department team is confident and consistent in their use of formative and summative assessment
- Ensure self-assessment and review is fully integrated into schemes of work
- Students make highly effective use of self-assessment and manage their own learning to the highest standard.
- Ensure that all KS5 students take pride in the work produced

### **Behaviour**

#### **Student conduct and learning behaviour at KS5 is outstanding**

- Support HOD in agreeing department behaviour policy (in line with whole school policy) and ensure it is consistently used
- Support HOD in enforcing behaviour rules
- Monitor students' learning conduct and behaviour as a measure of their engagement
- Address issues in behaviour through modification to department systems and approaches (including to teaching and learning) and staff training
- Staff are trained in consistent strategies to ensure that student conduct and learning behaviour is outstanding
- Liaise with Head of Maths to identify where learning behaviour / conduct is below expectation and provide training / coaching support as required
- Liaise with Head of Maths to produce department good practice guidelines in learning behaviour & conduct

### **Leadership**

#### **There is a clear vision for the enjoyment and application of Mathematics**

- Support HOD with 4 year strategic planning overview and departmental development planning
- Responsible for KS4 to KS5 transition programme
- Responsible for student support with regards to post-16/ post-18 options in Mathematics
- Development and management of the department wider learning at KS5

#### **Post-holders within the department are well supported to carry out their roles**

- Support HOD 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
- Effective management of KS5 support staff (Teaching Assistants / Technicians)
- Responsibility for all Health and Safety procedures where applicable

#### **The curriculum in Mathematics for William Perkin meets the gold standard achieved at Twyford School**

- Liaise with Head of Maths to develop an outstanding curriculum at KS5
- Support the delivery of the curriculum at William Perkin School as appropriate

- Manage the enrichment \ wider learning programme within the Maths Department
- All teachers within the delivery teams use departmental and whole school systems consistently and well**
- Liaise with Head of Maths in creating a handbook of departmental practices (electronically and in hard copy)
  - Monitor day to day classroom practices to ensure they are in line with stated policies
  - Undertake effective self-evaluation of Maths in the Core Curriculum and the Applied English Elective Units

### **Other**

- Maths Wider Learning Programme is a model of outstanding practice
- University (and other) trips led successfully
- Maths EPQs successfully organised
- Lead community service by mathematics A-Level students
- Create post-18 university preparation activities for students

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

*The nature of this Job Description is subject to changes that will take place as the Maths Department moves to envelop the needs of the students at William Perkin.*

*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**

- 75 % of students on target in internal /external assessments
- Internal VA measures
- Lesson Observations and outcomes of Department Audits
- ALPS 2

### **Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• University Graduate with a good degree</li> <li>• Qualified Teacher Status</li> <li>• Experience in teaching Maths and Further Maths A level</li> <li>• Relevant successful experience as a teacher within a high achieving secondary school</li> <li>• A proven record of success in raising standards</li> <li>• Experience of the use of student results analysis outcomes to inform practice and target improvement</li> <li>• Experience of curriculum design</li> <li>• Successful experience of managing whole school change</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further professional development</li> <li>• An understanding of the importance of, and a willingness to participate in, extra-curricular activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Some successful experience of team leadership &amp; management of staff</li> <li>• Knowledge of the requirements of the National Curriculum and KS3/4/5 courses</li> <li>• An understanding of recent curriculum and teaching/learning developments</li> <li>• An ability to develop effective curriculum resources in KS4/5 to meet the needs of the full ability range.</li> <li>• An understanding of the strategies required to motivate and enthuse all students across the age and ability range to ensure progression as part of a whole school approach to raising achievement.</li> <li>• An understanding of the processes and techniques required to assess record and report students' learning effectively</li> <li>• A commitment to the principles and practices of Assessment for Learning</li> <li>• A commitment to developing Literacy and ICT skills</li> <li>• An ability to use ICT programmes and packages to promote learning</li> <li>• An understanding of the role of your subject within the wider curriculum</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• A strong commitment to and ability to articulate &amp; model the values of the Twyford Trust</li> <li>• A firm approach to discipline, and good classroom management skills</li> <li>• An ability to work within, lead and motivate a team</li> <li>• An ability to generate enthusiasm for the English</li> <li>• Is committed to the highest standards in all areas of school life (behaviour, academic, enrichment).</li> <li>• Has a strong grasp of contemporary educational issues</li> <li>• A proven team worker with a very strong commitment to collaboration</li> <li>• Has outstanding communication and interpersonal skills</li> <li>• Able to set challenging and achievable targets and ensure their delivery</li> <li>• Good time management/ able to multi task</li> <li>• Willing to contribute to the rich life of the school, including its extra-curricular offer</li> <li>• Clarity of vision/strategic thinker</li> </ul>	<ul style="list-style-type: none"> <li>• A practising Christian</li> </ul>

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB.*

*For more information visit <https://www.gov.uk/crb-criminal-records-bureau-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.*