



## JOB DESCRIPTION

<b>Job Title:</b>	KS3 Co-ordinator of Mathematics
<b>Leadership responsibility point:</b>	TLR2
<b>Overall Purpose:</b>	<ul style="list-style-type: none"> <li>• <b>General</b> To fulfil the requirements for a Main Scale teacher and, in addition, have a positive impact by providing leadership and day to day operational management of KS3 mathematics.  The KS3 Co-ordinator will assist the Subject Leader in the development of staff to ensure the continued progress and development of the mathematics department.  The KS3 Co-ordinator will lead developments in subject knowledge, curriculum planning and teaching methodology at KS3.  The KS3 Co-ordinator will co-ordinate resources across the curriculum.  The KS3 Co-ordinator will participate in a KS3 Maths Hub working group.</li> <li>• <b>Curriculum</b> To lead the development of KS3 in line with government proposals.  To ensure the schemes of work, examinations and problem-solving activities are developed to enhance the learning experience and ensure there is appropriate differentiation.  To analyse and report KS3 results and make recommendations to the department to ensure progress is made by all pupils, particularly vulnerable groups.  To assist the Subject Leader with the monitoring process to ensure teaching and learning is at an outstanding level.  To keep up-to-date with national developments in maths and teaching practice or methodology.</li> <li>• <b>Pupils</b> To organise the sets in KS3 and the allocation of places for pupils within their recommended set.  To liaise with parents on set movement thus ensuring their continued progress.  To lead, advise and assist with intervention strategies by the department.</li> <li>• <b>Wider Community</b> To liaise closely with feeder primary schools to suggest intervention strategies for those pupils working at below expected level.  To organise enrichment activities for KS2/KS3 pupils including activities such as puzzle mornings.</li> <li>• To undertake other duties as may be required from time to time.</li> </ul>
<b>This postholder reports to:</b>	Subject Leader

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document and the national Teacher Standards.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.