



## THE BILLERICAY SCHOOL

<b>Job Title</b>	KS4 Coordinator Mathematics
<b>Grade/Salary</b>	Main/Upper Scale plus TLR 2b
<b>Hours</b>	Full or Part time – Job share will be considered
<b>Date Required</b>	As soon as reasonably possible
<b>Closing Date</b>	Monday 6 January 2025 at 09.00am
<b>Interview Date</b>	Tuesday 14 January 2025
<b>Reporting To</b>	Head of Mathematics

### Details

We seek a committed and enthusiastic teacher of Maths to join an excellently resourced Mathematics department at this successful and oversubscribed Specialist Maths and Computing school. Teaching to A level is available.

### Principal Responsibilities

- To lead and manage the delivery of Key Stage 4 Mathematics, GCSE Statistics and the transition between Key Stage 3 and 4.
- To ensure equality of opportunity for all who study Mathematics at KS4; ensuring that subject matter is presented in a way that meets the needs of all abilities, including those with additional needs and, where appropriate, promotes and celebrates the contribution of different cultures to mathematics.
- To analyse GCSE results data and implement strategies to improve outcomes.
- Update, resource and structure Schemes of Work, where appropriate.
- To raise standards of attainment and achievement within the key stage.
- To be accountable for student progress within Key stage 4; leading and organising intervention where appropriate.
- To ensure that there is appropriate monitoring of teaching and learning within the key stage.
- To assist the Head of Faculty in the application of school and faculty procedures for managing the behaviour and development of students within the Key Stage.
- To ensure the Key Stage 4 departmental results database/spreadsheet is up to date and fit for purpose.
- To liaise with Personalised Learning Department about individual student needs and communicate outcomes with Head of Faculty and other interested parties.
- To monitor and support teachers and support staff in ensuring the appropriate progress of individual students and teaching groups, including the co-ordination of set changes.
- To assist the Head of Faculty in the development of the quality of teaching and learning, in accordance with the school policies, within the Key Stage.
- To organise Key Stage 4 exam entries, unit tests, mock examinations and the distribution of course materials.
- To support school and departmental policies on training and performance management.
- To manage delegated financial resources and classroom facilities in Key Stage 4 Mathematics.
- To actively monitor, and respond to, curriculum development and initiatives at both a regional and national level in Key Stages 3 and 4.
- To implement required changes for courses within the Key Stage.
- To promote interest in the subject at Key Stage 5.



## THE BILLERICAY SCHOOL

### Main Duties:

- Strategic Planning.
  - Ensuring that the department is aware of and contributing to the school improvement plans, specifically in relation to KS4 Mathematics
  - Following changes in National Curriculum or Examination Board Specifications and planning changes to existing practice
- Performance management and staff training.
  - Being a team leader and leading and organising departmental CPD for Key Stage 4
- Curriculum Provision and Assessment.
  - Assisting in the Development of Schemes of Work for Key Stage 4
  - Ensuring Schemes of Work match National Curriculum and Examination Board Specifications
  - Ensuring assessment information is central to the learning process as outlined in the School's Assessment Policy.
  - Organisation of Key Stage Meetings as needed
- Monitoring and evaluation.
  - Following the School's Departmental Self Evaluation Policy contribute to;
    - Examination analysis
    - Observation and feedback
    - Work Sampling
    - Assessment Review
    - Action Planning
- Management of information.
  - To assure the quality of the data collected from the department during academic monitoring is accurate to aid school decision making
  - Ensuring Examination Entries are accurate
  - Ensuring Class Lists are correct
- Assistance with the management of financial and consumable resources and classroom facilities in Departmental or faculty area.
  - Departmental Capitation Bids and teaching resource management.
- Pastoral care and discipline.
  - Following school Behaviour Management Policy
  - Departmental detentions etc.
- Extra-curricular provision.
  - Enrichment activities

### Additional Responsibilities

- To be a Form Tutor of an assigned form and to carry out related duties in accordance with the general job description of a Form Tutor.
- To work with other Key Stage Coordinators in Mathematics to ensure the provision, as and when required, of appropriate cover work for students in the Mathematics.
- To attend management team meetings as appropriate
- To act as a team-leader as defined by the school's Performance Management Policy



## THE BILLERICAY SCHOOL

### General Duties

- To carry out a share of supervisory duties in accordance with published rosters.
- To participate in appropriate meetings with colleagues and parents relative to the above duties.

**The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.**

---

### How to apply

If you have any questions, please do not hesitate to contact Danielle Ancient at [dancient@billericayschool.com](mailto:dancient@billericayschool.com)

We look forward to hearing from you.



## THE BILLERICAY SCHOOL

### Person Specification

Category	Essential
Application	<ul style="list-style-type: none"> <li>Supportive reference/s</li> <li>Well-structured supporting letter</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>Honours Degree in Mathematics related field</li> <li>Qualified teacher status</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Teaching at KS3 and 4</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>Commitment to CPD in improving themselves as a practitioner</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to deliver consistently good teaching and learning</li> <li>Ability to inspire and motivate students</li> <li>Good communication and interpersonal skills</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>Understanding of the new Maths GCSE specifications, content and assessment objectives</li> <li>Understanding of the KS2 Maths curriculum</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> <li>Caring attitude towards students and parents</li> <li>A good health and attendance record</li> <li>Emotional stability, can cope with pressure and use humour to good effect</li> <li>Excellent work ethic</li> </ul>
Category	Desirable
Qualifications	<ul style="list-style-type: none"> <li>2.1 degree or better in Mathematics</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of teaching across abilities at KS3 and 4</li> <li>Some experience of KS5 Teaching</li> <li>Experience of working with a tutor group</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to deliver outstanding teaching and learning</li> <li>Accurate assessing of student achievement, ability and skills</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>Understanding of the new Maths A Level requirements</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Ambition to progress further in due course</li> <li>Interests beyond teaching/school</li> <li>Experience running or being part of extra-curricular clubs and events</li> </ul>