

## MARK RUTHERFORD SCHOOL

### JOB DESCRIPTION - Maths KEY STAGE 5 CO-ORDINATOR (Year 12/13)

**Responsible to:** Head of Maths

**Responsible for:** Raising standards of student attainment and achievement within KS5 Maths and to monitor and support student progress. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying KS5 Maths (taking into account GCSE curriculum/transition), in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher

**Pay Scale:** MPS/UPS plus TLR 2a

The job description should be read alongside the Maths Teacher MPS job description provided by the school.

The job description should be read alongside the range of professional duties of teachers as set out in Part XII of the Teachers' Pay and Conditions Documents, sections 48-50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers.

#### **Responsibilities and Actions**

- The strategic leadership of the Key Stage 5 curriculum within Maths so that colleagues are aware of and can act upon both national developments and developments within the subject within the school
- Managing the Key Stage 5 curriculum area within Maths and its resources, including the equitable deployment of all relevant staff capable of teaching Key Stage 5, after consulting with the Head of Maths
- Creating and developing appropriate schemes of work, lesson plans and assessment taking into account the need for differentiation and the inclusion of ICT/Literacy/Numeracy.
- Consulting with Head of Maths and departmental colleagues to ensure that school policies are implemented, including those relating to behaviour, homework and assessment, in the best interests of the students at Key Stage 5
- Consulting with Head of Maths to ensure the developments in the Key Stage 5 curriculum within Maths are consistent with the school's broader aims and policies and are in the best interests of the students
- Managing and implementing the Key Stage curriculum within Maths ensuring consistency with the transition from Key Stage 4 to Key Stage 5 in relation to student progress, coordinating setting and grouping
- Ensuring the evaluation is effective in terms of academic standards and the personal development and well-being of the students

## **Planning, Development and Coordination**

### **Curriculum Provision**

- To liaise with the Head of Maths to ensure Key Stage 5 developments are in line with the School Development Plan/School Self Evaluation and the Departmental DIP.
- To assist the Head of Department to ensure the provision of an appropriately broad, balanced, relevant, high quality, cost effective and differentiated Key Stage 5 curriculum in Years 12 and 13
- To be accountable for the development and delivery of Key Stage 5

### **Curriculum Development**

- To lead KS5 curriculum development for the subject area
- To keep up-to-date with national Key Stage 5 developments in Maths and teaching practice and methodology
- To actively monitor and respond to Key Stage 5 curriculum development and initiatives at national, regional and local levels
- To produce long and short-term planning in accordance with school policy and procedures within the required deadlines
- To keep up to date with subject specific developments and national initiatives at Key Stage 5 and for Transition between KS4 and KS5
- To be aware of and to support transition between KS4 and KS5 in liaison with the head of Maths and the Head of House responsible for transition
- To develop and audit schemes of work and other documentation related to the use of Maths within the school and to support cross curricular delivery including subject support for colleagues to enable Key Stage 5 curriculum requirements to be met

### **Monitoring and Assessment:**

- Work with the Head of Maths to develop the use of data to improve curriculum personalisation at Key Stage 5
- To work with the Head of Maths to make appropriate use of the school's monitoring and assessment strategies to evaluate Key Stage 5 students' progress towards planned learning objectives
- To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support students' as they learn
- To build in opportunities to involve students' in reflecting on, evaluating and improving their own performance and progress
- To ensure that students' progress accurately against appropriate standards, success criteria and level descriptors
- To oversee the recording of students' progress and achievements systematically, providing levels of the range of their work progress and attainment over time to inform planning
- To identify those Key Stage 5 mathematics students underperforming with regard to their target grades and put in place appropriate measures to rectify the situation by means of a personal development plan for those students.
- To monitor and evaluate the pupil progress towards Key Stage 5 targets and contribute to relevant meetings.

### **KS5 Resources**

- To prepare suitable homework material for all Key Stage 5 students across all pure and applied courses, such work to provide opportunities for consolidation of the course topics and be achievable across the spectrum of students.
- To prepare suitable pre-public examination papers as are required, such papers to be agreed by Key Stage 5 mathematics teachers and to be achievable across the student spectrum.
- To prepare a suitable selection of AS/A Level past papers for use during revision activities for use by Key Stage 5 mathematics teachers.

### **Other duties relevant to this post**

- To attend and participate in regular meetings leading sections where appropriate in agreement with the Head of Maths
- To assist the Head of Department to effectively manage and deploy teaching/support staff, financial and physical resources within Key Stage 5
- To participate in training, Continuous Professional Development and other learning activities as required including participation in the schools Performance Management arrangements
- To personally provide a weekly 1 hour lesson after school to assist and encourage all those students from Y12 and Y13 mathematics classes who have been identified as underachieving with regard to their target grade.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of Maths and the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or leadership team as required. Union representation will be welcomed in any such discussion.

**November 2024**