

Post Title	Teacher of Mathematics KS3 Co-ordinator
Post Ref	TE030
Responsible to	Subject Lead
Allowance	N/A
Grade	MPS/UPS +TLR2a

Purpose	<ul style="list-style-type: none"> To deliver high quality teaching & learning to ensure that all students reach their full potential.
Duties & Responsibilities as a Teacher	<ul style="list-style-type: none"> Support the aims and objectives of Cumbria Education Trust, modelling trust values in your professional conduct. Create a stimulating, inclusive and well managed learning environment that enables students of all abilities to learn and thrive. Be a supportive and effective member of the department and Academy community. Follow policy regarding planning, teaching, assessment, reporting and recording in relation to your students and classes. Ensure that work is appropriately differentiated to support progress and is well matched to the needs of your students. Attend meetings and undertake supervision duties as required. Be a Form Tutor to an identified group and support the Year Group Team with pastoral care, behaviour and attendance as appropriate. Actively participate in the development and production of programmes of study, schemes of work, lesson planning and resource preparation alongside departmental colleagues. Attend Progress Evenings, Open Days and Celebration Events as required.
Duties & Responsibilities as Teacher of Mathematics KS3 co-ordinator	<ul style="list-style-type: none"> Deliver programmes of study as directed by the Head of Mathematics and set out in the departmental schemes of work. Teach KS3, KS4 and KS5 Mathematics, preparing students for the next stage of their education or training. Attend departmental meetings and make a positive contribution to the Mathematics Team. Follow policies and procedures expected of teachers in the Mathematics Department. Develop schemes of work and appropriate resources utilising an allocated resource. Ensure that the classroom environment is orderly and stimulating and that the work of pupils is displayed and valued.

	<ul style="list-style-type: none"> • Promote the safety and well-being of pupils and staff. • Ensure good order and discipline amongst pupils and staff. • Work with the Mathematics Leadership Team to develop and co-ordinate the KS3 Mathematics Curriculum. • Co-ordinate the writing of KS3 schemes of work, resources and assessments amongst the Mathematics Team. • Quality assure the teaching of the mathematics curriculum at KS3. • Ensure the smooth running of the KS3 homework programme. • Use KS3 data to inform actions and interventions leading to strong progress for all. • Develop and co-ordinate the Year 9 statistics curriculum. • Provide cover, in the unforeseen circumstance that another teacher is unable to teach.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">General</p>	<ul style="list-style-type: none"> • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the Trust. • Attend and participate in regular meetings/briefings. • Participate in training and other learning activities and performance development as required. • Maintain utmost confidentiality and respect of student and staff records at all times. • Comply with Data Protection & GDPR policies. • Other duties to support the Academy as required by the Headteacher within scope of this post. • Other duties commensurate with the post to ensure the smooth operation of the responsibilities of the curriculum team and wider Academy as appropriate.

Professional Duties

The duties required of all teachers under Pay and Conditions of Service Legislation are a necessary part of this description. This description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.

The professional duties of a teacher are listed in the School Teachers' Pay and Conditions Document under the following headings:-

Teaching

- planning and preparing courses and lessons
- setting and marking of work
- assessment, recording and reporting

Other activities

- promoting the progress and wellbeing of individuals and classes
- providing guidance on educational and social matters
- making records and reports on the personal and social needs of students
- communicating and consulting with parents of students
- communicating with persons or bodies outside the school
- participating in meetings arranged for any of the purposes above

Assessments and reports

- providing or contributing to oral and written assessments, reports and references for students

Performance management

- participating in statutory arrangements for appraisal

Review, further training and development

- reviewing from time to time methods of teaching and programmes of work
- participating in arrangements for training and professional development

Educational methods

- advising and co-operating on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements

Discipline, health and safety

- maintaining good order and discipline among students and safeguarding their health and safety

Staff meetings

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

Cover

- teaching any students whose teacher is not available to teach them

Public examinations

- participating in all arrangements for public examinations

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • The successful candidate should be qualified to degree level in Mathematics. • The successful candidate should have a relevant teaching qualification (PGCE, Cert Ed, BEd). 	<ul style="list-style-type: none"> • Post-graduate qualification (MA etc.) • Leadership experience or equivalent.
Experience/Skills	<ul style="list-style-type: none"> • The ability to teach the full age and ability range is required. • A thorough knowledge of and enthusiasm for Mathematics is required. • A commitment to the provision of quality and equality of opportunity in the teaching of Mathematics is required. • Excellent written and oral communication skills in a variety of contexts (students, parents, colleagues etc.) are sought. • The successful candidate will be required to work effectively in a closely-knit team. • Commitment to continuous review and curriculum development is sought. • Candidates should have a forward-looking approach to teaching and have drive, initiative and the ability to respond quickly to further developments in education within school. • Committed to the safeguarding of children and young people. 	<ul style="list-style-type: none"> • Previous experience of teaching Mathematics is desirable but not essential. • Competence and experience in the use of ICT in the teaching of Mathematics is desirable. • Experience of or a willingness to make a significant contribution to extra-curricular activities is highly desirable. • An understanding of the changing school environment and national issues will be an advantage.

ADDITIONAL INFORMATION	<p>It is the practice of the Trust periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.</p> <p>All external appointments are subject to the Trust's Standard Probationary period.</p>
SAFEGUARDING	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The teacher must ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

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