



Core Purpose

To coordinate provision and assessment in Maths at Key Stage 3 (Years 7-9).

Accountable to: Heads of Maths

The main duties and responsibilities of this TLR are described below:

Coordinating provision at Key Stage 3

- Develop and maintain the Schemes of Work for Years 7,8,9 in sufficient detail that new members of staff/non-maths specialist teachers can use them, including links to textbooks, additional resources, sequencing and expected hours of teaching.
- Create and photocopy the Progress tests for Years 7,8,9 for each set, and produce a mark scheme. This involves:
 - Coordinate with each teacher as to which topics have been covered and can be tested.
 - Ensuring that tests are set to allow a comparison for set movement.
 - Adapt the tests (particularly introducing the problem-solving component)
 - Help to facilitate the marking of important tests such as EOY.
 - Support colleagues with the teaching of the syllabus.

Assessment and monitoring progress

- Respond to queries regarding KS3 teaching/tracker/grades from parents, students and teachers, with support from HoDs and 2nd in Maths. Monitor students causing concern and make interventions as required.
- Ensure tracker is completed at key points of the year by all year 7,8,9 teachers with relevant comments, etc as appropriate. Review and agree on assessment grades for tracker in conjunction with HODs and 2nd in Maths. Work with HoDs on setting grades and work with teachers to coordinate set changes.

Other departmental roles

- Help teachers and students with ICT uses in the department at KS3 level, such as Kerboodle, MathsPad, DrFrostMaths etc.
- Develop new resources and the use of online platforms (including Google for Education) for independent learning and setting HW.
- Develop and maintain the KS3 Webpage when necessary
- Develop or maintain enrichment resources linked with the SOW and organise the year 7 maths end of year project.
- Organise with the help of 2nd in Maths and KS4 coordinator the UKMT maths challenge and team challenge.

Common to all staff job descriptions

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.



KS3 Coordinator in Maths - Job Description

- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description is by no means exhaustive; our expectation is that the postholder will continuously seek to further the effective performance and development of the school, its students, staff and community.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.