

Mathematic/Numeracy Co-ordinator

REPORTING TO: Head Teacher
Deputy Headteacher (Curriculum)

RESPONSIBLE FOR: The Teaching of Mathematics across all key stages

LIAISING WITH: Teachers of numeracy; Other Curriculum Leaders, Literacy Co-ordinator, external agencies, parents and governors.

PURPOSE:

- to be accountable for leading, managing and developing numeracy across the school;
- to be accountable for pupil progress so that each individual pupil achieves their optimum level in Mathematics and ensuring that effective strategies are in place to further raise standards of pupil attainment and achievement;
- to ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying the subject , in accordance with the aims of the school and the curricular policies as determined by the Governing Body and the Headteacher;
- to ensure the effective management and deployment of teaching and support staff, financial and physical resources within the department;
- to ensure the development and enhancement of the teaching practice of others;
- to ensure that Health and Safety procedures are adhered to at all times;
- to play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and pupils follow this example.

1. TEACHING, LEARNING AND STANDARDS

The main accountabilities are to:

- working with and supporting the teachers who teach mathematics, lead curriculum development and assessment ensuring that courses provide a broad, balanced, relevant and differentiated curriculum;
- ensure the production, evaluation and revision of planning/schemes of work and subject syllabuses to meet the needs of individual pupils;
- use attainment data provided by the school to monitor the progress of pupils taught ensuring that effective use is made of the data to set targets for achievement in mathematics;
- monitor the progress of pupils and identify underachievement ensuring programmes of support are in place to maximise the potential of all pupils;

- monitor the progress and attainment of gifted pupils to ensure they are 'challenged' in all aspects of their work;
- ensure that individual learning targets are set for all pupils;
- ensure that classroom expectations are enforced and that the school's 'Behaviour Policy' is implemented;
- ensure adherence to the school's Homework Policy by all teachers of mathematics
- monitor and evaluate teaching and learning in accordance with the school policy, including lesson observation, scrutiny of pupil work and the quality of marking;
- liaise with Senior Managers to ensure access and equality of opportunity for all pupils;
- monitor the progress and attainment of Pupil Premium children, Year 7 Catch Up funding, etc. to ensure the subject is working to close the gap and give all pupils the support needed to make progress.
- ensure a prompt response to parental enquiries about individual pupil progress within the subject;
- collaborate with other schools to ensure progression in learning;
- promote enrichment, interventions and extra-curricular activities within the subject to enhance learning.

2. IMPROVEMENT PLANNING, MONITORING AND EVALUATION

The main accountabilities are to:

- actively promote the school's aims and values;
- prepare an annual subject development plan and a report to governors for the subject in accordance with the school planning cycle and taking into account the School Improvement Plan;
- provide a termly performance report for the Headteacher;
- meet regularly with the Link Governor for Mathematics;
- chair subject meetings and attend meetings in accordance with the published schedule;
- actively contribute to the school's procedure for self-evaluation;
- take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

3. LEADING AND MANAGING STAFF

The main accountabilities are to:

- lead, manage and coordinate the work of the Mathematics Department and encourage the process of team building;
- allocate teachers to teaching groups and manage staff teaching the subject;
- monitor staff absence and sort groupings and provide appropriate support and guidance;

- induct new staff teaching the subject, including newly qualified teachers in accordance with school policy and oversee the work of teacher and support staff as appropriate;
- represent subject/department views through attendance at appropriate meetings and provide feedback; meet formally with the link SLT member according to schedule;
- Engage in the school's 'Appraising Teacher Performance Policy' - participate in relevant CPD courses related to the role of Head of Mathematics and keep abreast of current or new developments in the subject and the curriculum;
- organise, chair and arrange for the recording of subject meetings. Ensure that minutes of meetings are circulated to appropriate staff and the SLT link member;
- ensure that quality cover work is provided for classes when staff are absent and support the work of Cover Staff within the department;

4. EFFICIENT AND EFFECTIVE DEPLOYMENT OF RESOURCES

The main accountabilities are to:

oversee ordering, maintenance and accountability for the teaching and learning resources for the subject ;

ensure the school's Health and Safety policy is implemented and monitored in the department, including

appropriate risk assessments when necessary;

- ensure classrooms and corridors in the vicinity of and relating to teaching areas have inspiring displays of material including pupils' work which is regularly updated;

manage the department budget effectively;

-maintain and regularly update the department inventory of equipment and audit on an annual basis.

5 OTHER ACCOUNTABILITIES ARE TO:

play an active role in school life;

share the responsibility with other managers for the maintenance of a learning environment and the well-being of pupils throughout the day and at the end of the school day, for example bus duty.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions document and other current legislation

The post holder is required to participate in the school's Appraisal procedures.

The post holder is required to support and encourage the school's mission and ethos and carry out all duties in the context of and in compliance with the school's policies and procedures as agreed by the Governing Body as well as in line with the current Health and Safety legislation.

All adults employed at Penn Fields School are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with and upholding the school's policies in respect of child protection and safeguarding.

It is understood that areas of responsibility of the job description are not necessarily a comprehensive definition of the post or an exhaustive list of all duties performed. The main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

The job description is a working reference document. The management duties and responsibilities will be reviewed, together with the job description and may be subject to modification after consultation with the post holder and without changing the level of responsibility.

The job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

Performance Measures

Performance will be measured against The Teachers' Standards (September 2012) and pupil outcomes in relation to targets set and in addition will take note of progress with the subject development Plan.

Confidentiality

The nature of your responsibility means that during the course of your employment you will see or have access to information of a confidential nature relating to the work of the school or the health or personal affairs of pupils. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Organisation

Line Manager: Deputy Headteacher (Curriculum)

Post holder's name:

Post holder's signature: