

## **Work within The Duston Education Trust (TDS)**

### **Role: Key Stage 5 Coordinator (TLR 2B - £4,398)**

#### **Person Specification**

The successful applicant will be passionate about the development of Mathematics, and have a keen interest in curriculum delivery, design and development. They will be focused on the attainment of all pupils, have a proven track record of good or outstanding teaching, and hold Qualified Teacher Status (QTS).

#### **Knowledge and Skills Required for the Post**

- Secure understanding of the National Curriculum
- Experience of creating effective schemes of learning and engaging resources to promote engagement and student progress
- The ability to use and develop tracking systems to raise attainment
- Ideally, experience of mentoring staff
- A track record of good and/or outstanding classroom practice, with a proven record of ensuring the excellent progression of students across all abilities
- Excellent classroom management and efficient organisation of resources
- Excellent planning, assessment and record keeping
- The ability to develop and maintain positive relationships with other teachers, members of the Faculty, support staff and parents / carers
- Excellent organisational and team working skills

#### **Job Responsibilities**

- To support and promote the ethos of school
- To contribute towards the effective provision of the curriculum within Mathematics, with outstanding teaching, learning, attainment and progress
- To design, write and update schemes of work and assessment materials, in line with the school principles
- To keep abreast of developments in the subject area, and ensure that new developments and changes in course content are introduced and delivered
- To organise enrichment opportunities for students within relevant subject areas (extension classes / G&T sessions / trips etc.)
- To utilise departmental tracking and assessment procedures to raise attainment across all groups of students
- To ensure cover work is of a good quality and is provided in a timely fashion for colleagues
- To maintain high standards of student behaviour within the faculty and across the school as a whole
- To conduct learning walks, lesson visits, work scrutinies etc. and to provide feedback to individual staff and the faculty to help drive standards of learning and teaching
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- To support the school in key events during holiday time (e.g. KS4/KS5 exam results days, after school and holiday revision sessions)
- To assist with data integrity systems through effective standardisation and moderation practices at Key Stage 5

**Roles are specific to the TLR post and are in addition to the roles of a classroom teacher**