



Job Description – Mathematics Key Stage 3 Co-ordinator

Responsible to – Head of Department

Purpose of the Job

Fundamentally, to continue to raise standards in Key Stage 3 in the Maths Department. The post holder will develop their specific area of responsibility according to the aims and ethos of the school and Departmental Improvement Plan. They will have a major teaching commitment. The list below is prescriptive but not finite.

Principal Responsibilities

Under the direction of the Head of Department, principal responsibilities will include:

- Lead by example as a highly effective classroom practitioner.
- Oversee the raising of attainment in KS3.
- Co-ordinate Year 6 – Year 7 transition with particular focus on Year 7 'catch-up' cohort.
- In conjunction with Head of Department and SLT line manager, explore ways in which to engage with partner primaries to the benefit of students joining Wellington.
- Oversee the smooth running of the Year 7, 8 & 9 schemes of work, including preparing department resources, internal assessments and Doodle inputs
- Track progress across the key stage
 - Select groups for department intervention
 - Plan and monitor intervention programmes
 - Ensure parental communication is taking place
- Oversee extra-curricular activities at KS3 across the department. Includes UKMT challenges, clubs etc

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed.