

Bangor Grammar School

Co-ordinator of Key Stage 3 Mathematics

Applications from present teachers of Mathematics are invited for this post, the purpose of which is to assist the HOD in the delivery of effective teaching and learning within the Mathematics department and to coordinate delivery of the curriculum at Key Stage 3. There will be an allowance of one management point for this post taken from within the HoD's allowance.

General Responsibilities:

- To deputise for the Subject Leader when appropriate
- To assist the Subject Leader in ensuring that practice within the department is consistent with established school policies and procedures
- To promote the highest standards of professional practice within the department
- To promote the aims and aspirations of the school through the work of the department
- Any other reasonable duties appropriate to the post as agreed with the Headmaster from time to time

Key Responsibilities:

- To take responsibility for the Key Stage 3 scheme of work
- To co-ordinate and oversee the work of staff teaching Key Stage 3 Mathematics
- To manage assessment processes within Key Stage 3 Mathematics
- To implement strategies for the raising of achievement within Key Stage 3.
- To provide advice and support for all teachers involved in delivery of the Key Stage 3 Mathematics scheme of work
- To assist the HOD in matters of subject department discipline
- Any other responsibility within the department as agreed with the HOD
- To assist the HOD in overseeing teaching within the department to ensure its quality through regular monitoring, including classroom visiting, the viewing of pupils' work and the use of available data
- To assist the HOD in monitoring pupil progress.

This post should be regarded as a developmental opportunity, ideal for any teacher in the Maths Department who aspires to a leadership role. Applications should take the form of

a brief letter, outlining the applicant's experience and arguing his / her suitability for the post, lodged in the Headmaster's office by 12 noon on Thursday 9 September 2010.

