

Job Description- Maths Coordinator

Post Title	Newcastle Bridges School Subject Coordinator
Salary Grade	MPS/UPS TLR2B
Reporting To	Senior Teaching and Learning Lead
Working With	Deputy Headteacher, Senior Teaching and Learning Lead, Senior Leadership Teams, Senior Management Teams, Subject Coordinators, outside agencies, school staff and parents/carers.

Job Purpose (including main duties and responsibilities)

In addition to carrying out all the duties and responsibilities outlined in the latest School Teachers' Pay and Conditions Document:

General

- Lead and manage the subject area.
- Lead on teaching and learning and curriculum development for the subject as part of the T&L focus.
- Lead on raising the standard of the subject across all settings at Newcastle Bridges School.
- Write a SEF and present at accountability meetings.
- Produce a Subject Development Plan that identifies key priorities.
- Be accountable for and report on student progress and attainment levels within the subject.
- Coordinate the development of courses of study, teaching materials and programmes for the subject (schemes of work, lesson plans etc.) and as an online resource.
- Ensure the subject is fully and accurately represented and accessible to all staff.
- Monitor and evaluate the teaching and learning for the subject across all sites at Newcastle Bridges School.
- Develop partnership working with the subject teaching teams across Prosper Academies, where appropriate.

Policy Development

- Develop, update and review all relevant policies annually so that it reflects the educational needs of all pupils.
- Produce and review an annual Subject Development Plan.
- Ensure the aims and objectives of subject policies are reflected in the Subject Development Plan.

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Staff Development

- Mentor UPS staff.
- Providing training opportunities for staff teaching the subject to develop their expertise.
- Work actively to improve teaching and learning by contributing to the internal CPD programme.
- Contribute to the induction of new staff.
- Provide opportunities for the development of staff skills and knowledge within the subject.
- Develop opportunities for outreach CPD/JPD.

Staff Management

- Contribute to the evaluation of the quality of teaching for pupils within the subject through lesson observations, work reviews and other data collection methods.

Teaching and Learning

- Undertake an appropriate and effective programme of teaching in accordance with the duties of a standard scale teacher.
- Support teachers and learning support staff in the identification of the most effective teaching approaches for pupils.
- Monitor teaching and learning activities to meet the needs of all pupils.
- Support the development of improvements the subject as well as access to wider curriculum.
- Identify and teach study skills that will develop pupils' ability to work independently.

Recording and Assessment

- Ensure that appropriately challenging targets are set for raising achievement among pupils.
- Devise, implement and evaluate systems for identifying, assessing and reviewing pupils' progress.
- Monitor progress against targets.
- Report to the Headteacher, Senior Leader for Teaching and Learning and LAC members on the evaluation of the effectiveness of provision.
- Keep parents and carers informed about their child's progress.

Management of Resources

- Establish staff and resource requirements to meet the needs of the subject.
- Work with and advise the Senior Leadership Team on the deployment of resources for pupils.

Other Specific Duties

- Establish staff and resource requirements to meet the needs of the subject.
- Work with and advise the Senior Leadership Team on the deployment of resources for pupils.

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General Information

The academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

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PERSON SPECIFICATION – Maths Coordinator

Method of Candidate Assessment: A = Application
I = Interview
R = Reference

Essential	Desirable	Assessment
Skills, knowledge and aptitudes		
Excellent classroom practitioner	Understands the framework for inspection of schools	A/I/R
Excellent understanding of how main subject and subsidiary subject can be taught to pupils with complex needs	Can teach other subjects or general subjects appropriate to the curriculum for pupils with complex needs	A/I/R
Knowledge and understanding of pupils with a wide range of learning needs	Knowledge of relevant legislation & guidance (National Curriculum requirements: SEN Code of Practice).	A/I/R
Clear understanding of and adherence to teacher standards		A/I/R
Clear vision of how the subjects can be delivered to enhance the curriculum		A/I/R
Sound understanding of assessment, recording and reporting processes		A/I/R
Excellent verbal and written communication skills		A/I/R
Commitment to raising the academic and personal achievement of pupils		A/I/R
In depth knowledge of the exam board specifications		A/I/R
Ability to relate well to a wide range of groups and individuals and advise and lead them in respect to driving up standards within a curriculum area		A/I/R
Can use IT effectively as both a teaching and an assessment tool		A/I/R
Ability to analyse, understand and interpret relevant data		A/I/R
Qualifications and training		
DfE recognised teaching qualification and QTS	Further professional development	DfE check A/I/R
Evidence of commitment to updating specialist subject knowledge through regular CPD		A/I
Further professional development in relevant fields including safeguarding		A/I

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Experience		
Made significant contribution to teaching in their present school/or been recognised as a very good teacher in training	Experience of teaching other or general subjects to pupils with additional needs	A/I/R
Working effectively with a range of statutory and voluntary agencies	Considerable experience of teaching pupils with learning difficulties	A/I/R
Proven effective delivery of specified work with respect to external accreditation	Taught pupils with SEMH needs	A/I/R
	Experience of developing/managing a subject area.	A/I/R
	Curriculum and policy development, recording and reporting	A/I/R
Personal qualities		
Enthusiasm and drive		I/R
Positive attitude to change		I/R
Willingness to ask for advice and support where necessary		I/R
Calm, confident and professional manner		
High expectations of pupil achievement		I/R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people with learning difficulties		I/R
Ability to manage change and meet competing deadlines		I/R
Ability to lead and manage staff		A/I/R
Special requirements		
Cleared to work with children		I/R DBS Clearance
Willing to take part in out-of-school activities		I/R
Prepared to respond positively to professional development opportunities offered by the school		I/R

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