



# Hartismere School

**KS5 Coordinator in Mathematics**

**Required September 2025**

**Salary - MPS - TLR**

Specific responsibilities:

*In this, KS5 Mathematics refers to Mathematics, Mathematical Studies and Further Mathematics.*

- To evaluate, adapt and re-order the sequencing of the KS5 Mathematics curriculum to meet the needs of the students and to enable teachers to effectively deliver the course content.
- To be responsible for the planning and delivery of the KS5 Mathematics curriculum, including supporting other teachers in their delivery of the subject.
- To monitor the teaching and learning in KS5 Mathematics, and coordinate KS5 student voice / pupil book studies.
- To manage assessment in KS5 Mathematics and monitor the academic progress of students.
- To coordinate intervention strategies for KS5 Mathematics students who need additional support.
- To be responsible for enrichment in KS5, including trips and visits, and creating more enrichment opportunities in the KS5 Mathematics curriculum.
- To provide students with suitable transition tasks in KS4 to better prepare them for KS5, and also at the end of AS level to better prepare them for their second year.
- To support the Head of Mathematics and Deputy Head of Mathematics in maintaining the high standards of the department.

Responsibilities:

- To ensure high standards of achievement and progress amongst those pupils taught regularly in lessons
- To provide consistently high quality teaching in lessons for pupils in all key stages
- To provide high quality feedback to pupils on how to improve the standard of their work in accordance with school policies and the direction of the head of department or headteachers
- To set high quality and meaningful homework in accordance with school policies and under the direction of the head of department or school leadership team.
- To maintain a high standard of educational classroom display material and contribute to departmental and whole school display activities.

- To ensure and maintain good order in the classroom so that children are able to learn, free from disruption.
- To liaise with learning support assistants in order to ensure the most effective adaptations for pupils
- To deliver and feedback on schemes of work and programmes of study as required by the head of department
- To write reports on pupil progress for parents and carers as well as other school leaders as required
- To cooperate fully with the school's arrangements for the safeguarding of children
- To act as a form tutor as required and in so doing to support high standards of behaviour throughout the school by the application of whole school expectations for form time and social time
- To attend and contribute positively to whole school, pastoral and subject meetings as required by the headteachers, head of year and head of department
- To demonstrate a consistent support for the enrichment of students' education through extra-curricular trips, clubs, exhibitions and other activities.
- To provide active and positive support for school events including parent consultation evenings, celebration and awards events, open evenings and afternoons and other occasions as requested by the Headteachers
- To engage enthusiastically with your own professional development as a teacher and subject specialist
- To provide a good role model in dress by avoiding 'dressing down' at work and by dressing in a business-like manner
- To provide a good role model for students by treating all nationalities, religious groups, those from wide ranging political persuasions, differing genders and sexualities and racial groups with respect, fairness and dignity
- To undertake any other tasks or responsibilities that may reasonably be assigned by the Headteachers

Hartismere school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and Social Media checks.