

## NUMERACY CO-ORDINATOR/MATHS TUTOR

### JOB DESCRIPTION



#### Job Purpose

To co-ordinate, plan, prepare and implement programmes of work to groups of Key Stage 4 and post-16 pupils, many of whom have special educational needs and have been excluded or do not currently attend a mainstream school.

In addition, the Numeracy Co-ordinator will develop, co-ordinate and take responsibility for raising standards within the areas of Maths and across the curriculum.

#### Duties and responsibilities:

- To create a fully integrative numeracy programme
- To lead the development of appropriate syllabuses, resources, schemes of work to ensure continuity and progression of numeracy and aid the leadership team in developing teaching and learning strategies.
- To assess pupils' academic, emotional, behavioural and social needs and carry out numeracy programmes to meet those needs.
- To make written and verbal contributions to Individual Education Plans and carry out tasks identified in these plans.
- Select, develop and modify teaching materials and resources to enable pupils to make academic progress.
- Use a range of teaching and learning strategies to motivate pupils with a range of educational and/or medical needs and emotional/behavioural difficulties.
- Use relevant classroom management strategies to create a purposeful environment for teaching and learning to take place.
- Maintain accurate and up-to-date records on pupils and write reports on their progress and development for termly reviews and multi-agency assessments
- Work in partnership with parents/carers through home visits, parents; evenings and phone calls, as appropriate to encourage their support and inform them of the progress of their child.
- Liaise with outside agencies to make appropriate and relevant provision for pupils.
- Assist with programmes of preparation for the world of work, training and college through pastoral and academic preparation of the pupils.
- Contribute to, and where required, participate in therapeutic group work and support in other classes outside of the area of responsibility.
- Keep up to date with current developments in Special Educational Needs and with the requirements of Department of Education policies and guidance particularly for children being educated outside mainstream school.



- Undertake any organisational and administrative work and preparation associated with teaching.
- Work as part of a team to support the achievements of the mission and strategic objectives of Wac Arts College.
- Undertake other duties as directed by line managers commensurate with the post.
- Pro-actively support and develop the ethos and work overall of Wac Arts College.
- Adhere to and participate in daily routines which contribute to the effective overall running of Wac Arts College.

## **Other**

- To be flexible within the broad remit of the post.
- To work in a flexible way including evenings and occasional residential weekends and to undertake home visits.
- To take part in Wac Arts College team meetings, events and training as necessary.
- To contribute to the development and implementation of the overall ethos/work/aims of Wac Arts College.
- To implement School Policies and Procedures, e.g. Learning and Teaching, Behaviour Policy, SEN, Equal Opportunities, Health and Safety, Child Protection, etc.

This job description is neither exhaustive nor exclusive and may be changed from time to time to include other duties commensurate with the post-holder's skills and abilities.



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### PERSON SPECIFICATION

Qualifications	Essential	Desirable
An outstanding classroom practitioner	✓	
Experience of teaching across the 14-19 age range	✓	
Qualified Teacher Status		✓
Experience in mainstream education		✓
Skills and Abilities		
Communicate effectively with a wide range of client groups work within a collaborative and inter-disciplinary framework	✓	
Identify and assess the educational needs of pupils	✓	
Develop and maintain good working relationships with pupils and use teaching strategies which meet their needs	✓	
Maintain records and prepare written reports in accordance with Wac Arts College procedures and current legislation, particularly relating to Special Educational Needs		✓
Be emotionally resilient and able to work in a challenging environment	✓	
Maintain productive working relationships with colleagues and other professionals	✓	
Use initiative and work independently where necessary	✓	
Demonstrate a creative, committed and cross-curricular approach	✓	
Possess good interpersonal skills	✓	
Have a flexible approach to work	✓	



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<b>Experience</b>		
Working with pupils who have emotional, behavioural and/or medical difficulties	✓	
Teaching pupils with special educational needs in a variety of modes including individual, group and classroom teaching	✓	
Preparing pupils for assessment of portfolios, and for examinations and tests	✓	
<b>General and Personal Qualities</b>		
Good written and oral communication skills	✓	
Ability to work with a range of partners both within the school and beyond in the wider community	✓	
Demonstrate the ability to drive projects forward and successfully complete projects		✓
Excellent health and stamina	✓	
Team player	✓	
Potential for further advancement		✓
<b>Knowledge</b>		
A good understanding of the National Curriculum and the implications of recent legislation as it relates to special educational needs. E.g. Special Educational Needs Code of Practice		✓
Awareness of current materials, resources and approaches used in teaching pupils with special educational needs, particularly, pupils with social, emotional and behavioural difficulties	✓	
Good understanding of the social, emotional and intellectual needs of adolescents.	✓	