

**An Independent School for Girls and Boys aged 3-18**



Appointment of  
**Head of Mathematics**

September 2021

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## **The Head of Beechwood School invites applications for the post of Head of Mathematics**

Thank you for your interest in this post. We are seeking to appoint a dynamic and ambitious teacher from September 2021 to lead the Mathematics Department and to teach up to A level. The ability to teach Further Mathematics is desirable. We are looking for someone who would like to join a very successful department who can inspire our students and is passionate about their teaching.



### **The School**

Beechwood School is a forward thinking, inclusive and caring co-educational, independent, day, weekly and boarding school with 300 pupils on roll (between 3 years and 18 years). Beechwood has a vibrant, diverse community with a range of nationalities. The School prides itself on the close relationship between staff and pupils, which flourishes in a family-like atmosphere

Its tradition of 'bringing out the very best' in each and every pupil, setting standards in all round achievement and genuinely being a 'happy place to be' has endured and ensured generational support. Beechwood became co-educational in 2008 and now provides an outstanding education for boys and girls, both boarding and day. With its integral preparatory school, it provides continuous education for the whole age range from 3 to 18 years with pupils joining the senior school at age 11. Our boarding community is 50 strong and draws pupils from 16 different nationalities.

Beechwood School is part of the leading academic group, Alpha Schools. Alpha is recognised within the education field as an established and award-winning network of 14 independent schools

from across the country. Strong collaboration across the group builds opportunities for our pupils and staff as we work together to offer a high-quality education within a stimulating environment.

Beechwood takes pride in an unusually broad curriculum, one that is geared to the needs of individual pupils, allowing a flexibility and breadth that differentiates the school and engenders an excitement that makes it a special place to learn and grow. In addition, its strength in creative and cultural subjects adds a dynamism and energy that is infectious. Drama, Music, Art and Sports are valued highly as part of the curriculum and are also offered in a comprehensive and carefully balanced programme of after-school activities.

The school is located in a stunning 22 acre setting on the outskirts of Royal Tunbridge Wells, Kent and was founded in 1915. Full details of the school, including curriculum and public exam results, are available at [www.beechwood.org.uk](http://www.beechwood.org.uk).

## **Wider School Life and Mission**

### **Mission statement**

- To enable all who study here to discover their strengths and make the most of their talents within a nurturing and supportive community.
- To foster spiritual and personal development and a sense of social responsibility.
- To create an educational environment that nurtures creativity, encourages flexibility and embraces independence of thought.
- To equip our pupils with the values, skills, and habits of mind that will help shape their future in the wider world.



## HEAD OF MATHEMATICS

### General:

Overall responsibility for teaching and learning, achievement and attainment within the Mathematics department. To inspire their departmental colleagues and all pupils who study in their curriculum area with a love for their subject, leading them to explore it and value it for their whole life. Organisation of the delivery of the subject in the school. To contribute to the development and maintenance of whole school strategy, policies and ethos.

A Head of Department is responsible, through the Deputy Head (Academic) and ultimately the Head, for the work and efficiency of the department. In addition to the professional duties as set out in 'Job Description of a Teacher at Beechwood', other responsibilities include:

### Leadership of the Mathematics Department

- Develop a **creative, energetic and enthusiastic** environment in your Department that encourages pupils to learn and make significant progress.
- Responsibility for quality assurance that the delivery of subject lessons across the Department that meets or exceeds the teaching standards.
- Create operational and strategic development plans for your department in consultation with the Head. assist and advise the Head with plans for capital investments.
- Using assessment data, including CAT4, ALIS, exam board ERA, GCE and GCSE indicators to help planning for the future and to gauge present performance and target underperformance.
- Supporting new members of staff and in particular, newly qualified teachers when they join your Department.
- Develop STEM as a focus in the Department and integrate the use of ICT across the Department.
- Keeping abreast of academic development, teaching and learning techniques in your subject area, leading change where necessary. The school has focus upon cognitive strategies in education and these will be adopted and integrated into the teaching and learning within the Mathematics department in order to encourage independence, flexibility and creativity.
- Make presentations to Heads of Departments' and Governors' meetings demonstrating initiatives and ideas being developed within the department as and when required.
- Monitoring and evaluation of your Department's teaching and learning across all Key Stages.
- Taking advantage of In-Service training as you deem appropriate for yourself and your Department colleagues in ways that are consistent with the School Development Plan and the Department Development Plan. Advise on professional development in line with school policy to support the training needs of department members or where INSET is required to effect change in teaching and learning.
- Supervising and supporting the work of pupil teachers, should they be present in your Department. Such a pupil would only be admitted to the School after full consultation with you.
- Assisting the Head in interviewing and appointing new members of your Department.
- Liaise with the Head and Deputy Heads regarding departmental developments and academic monitoring.

### Management of the Mathematics Department

- Maintaining, reviewing and altering as appropriate, the Department's Schemes of Work and Assessment Policy on an annual basis, or when deemed necessary
- Ensuring the Head and Deputy Head (Academic) are informed of proposed changes in the Schemes of Work and Assessment Policy
- Initiating and Chairing Departmental meetings to ensure the effective coordination of teaching and learning within the Mathematics Department. These should take place not less

than once per half-term.

- Participating in Heads of Departments' meetings and ensuring that the staff within the Mathematics Department are aware of all decisions.
- Managing staff appraisal within the Department in line with whole school policy.
- To support departmental colleagues with pupil disciplinary issues within the department.
- Taking responsibility for the setting and marking of internal School examinations and those portions of external exams that are internally assessed in your subject. This should include ensuring consistency across the Department in all areas of assessment including reporting to parents.
- Deploying the teaching time of yourself and your Department's colleagues, in collaboration with the Deputy Head (Academic), for the purpose of constructing the timetable.
- Controlling the annual Departmental budget and initiating such orders as are required for the effective functioning of the Department; and obtaining best value for money when spending the Department's allocation of funds.
- Ensuring the books, apparatus and equipment of the Department are stored and maintained, and maintaining the Department's inventory and Stock Book/Asset Register.
- Ensuring the Department adheres to School and department policies with regard to Safeguarding, Health and Safety regulations e.g. risk assessment. To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
- Determining the most appropriate public examination specifications for your Department at GCSE, AS or A Level, as appropriate, and ensuring that the Director of Studies and Examinations Officer is informed of any alterations.
- Marketing the Department at Open Days and public events etc. to help recruit and retain pupils.
- Making sure pupils have the opportunity to be involved in extra-curricular, co-curricular and enrichment activities such as visits etc. that actively encourage learning in your Department.
- Adopting whole school policies and national strategies within your subject area.
- Co-operate and take part in any collaborative work with other departments.
- Take a lead role in the organisation, and management of coursework/ controlled assessment
- Liaise with exams officer regarding entries, withdrawals and so on.



## Teaching and learning

- To lead the subject staff in the teaching of the subject, and provide a role model for high quality teaching and learning in the subject, in line with the School Development Plan.
- To keep abreast of new developments in content and teaching style, including use of new technologies.
- To monitor and evaluate the department's specification and schemes of work.
- To engage all subject staff in the creation, consistent implementation and improvement of the schemes of work.
- To ensure that all subject staff follow the agreed syllabus/specification.
- To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group (except where some sets are following accelerated courses).
- To initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject.
- To provide regular feedback and INSET to all subject staff on teaching and learning which recognises good practice and supports their progress.
- To use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning.
- To provide quality assurance monitoring and intervention with all subject staff.
- To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes.
- To provide regular feedback to the SLT link to help the school evaluate its practice.
- To assist the SLT link in the regular review of the standards of leadership, teaching and learning in the subject area
- To ensure that subject staff are aware of the implications of equality of opportunity which the subject raises.

Salary will be paid on the Beechwood Teacher' Salary Scale to reflect experience and qualifications.

Beechwood is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to go child protection screening appropriate to the post, including checks with past employers and the DBS.