

Head of Mathematics

Beechwood Park's mission is to be the first-choice preparatory school for parents considering an independent school, recognised for its outstanding quality of educational experience and care.

To fulfil this ambition, with the support of parents, the School aims to:

- ✓ **Nurture** and promote the happiness, health, safety and emotional well-being of every child, developing in them confidence and independence
- ✓ **Engage** the intellectual, physical and spiritual potential of every child across a broad range of academic, extra-curricular and pastoral activities and experiences
- ✓ **Inspire** children, inculcating transferable, lifelong skills and values by which to achieve personally and contribute influentially to society
- ✓ Enable inspirational and reflective teachers to provide every pupil with outstanding teaching, delivering the highest levels of educational pace, variety and challenge

Beechwood Park School aims to inspire excellence in all its pupils. It achieves this through an outstanding, uniquely child-centred, co-educational and preparatory ethos. All of our pupils are supported and happy in their School lives. As they progress through the School, the children steadily build confidence and independence, learning quickly to bring their own creative talents to bear. Ours is a holistic education, which educates the whole child across a wide range of academic, extra-curricular, pastoral and spiritual experiences. The School's unrivalled facilities and beautiful buildings and grounds provide further transformative opportunities for children to prepare for a future life of learning.

Recruitment Aims

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child. The Headmaster appoints all staff in collaboration with other key staff.

Pupil Profile

The School assesses all of its pupils upon entry. Most of our pupils are well above the national average in their academic ability and will achieve success in academically selective 11+ and 13+ examinations and scholarship assessments to Senior Schools. Some receive specific assistance from the Learning Support Department, including those who are gifted and talented. The School is proudly co-educational.

How to Apply

1. Complete the School's Application Form.
2. Handwrite a letter of application, addressed to The Headmaster.

The closing date for applications is Monday, 5th February, 2018
Interviews will be held the week commencing 19th February, 2018

Job Description

Job Title:	Head of Mathematics
Line Manager for:	All Maths Teachers
Reporting to:	Deputy Headmaster (Academic)

Engender a departmental teaching and learning culture which is self-reflective, developmental, creative, inspirational and innovative and which prioritises the academic confidence, independence and creativity of every child.

Departmental Responsibilities

- Lead the Maths Department by example modelling best practice in all aspects of classroom delivery, assessing pupil outcomes and progress and implementing interventions whenever necessary.
- Act as a key member of *Beechwood Park's Academic Head of Department (AHoD)* team, contributing to all *Academic Committee*, Junior, Middle and Senior Department and year group academic meetings and Pupil Progress meetings.
- Manage and implement a seamless curriculum throughout the School, ensuring continuity of teaching and learning.
- Plan and develop an ambitious departmental digital curriculum.
- Communicate whole-School numeracy strategies to teaching staff so that cross-curricular links are maximised and numeracy strategies are consistent across all departments.
- Annually audit the effectiveness of departmental lesson planning, work scrutinies and home learning.
- Complete a department development plan and an annual SWOT analysis to establish annual department priorities.
- Use assessment data to analyse department strengths and weaknesses and introduce and monitor interventions to improve areas identified as weaknesses.
- Biennially, complete a robust *Professional Development Review* of every member of your department.
- Conduct peer, Head of Department (and PDR) lesson observations, documenting outcomes.
- Set, arrange, mark, moderate and record internal examinations.
- Audit public and internal examination data to improve future academic performance.
- Identify opportunities for felicitous, collaborative cross-departmental curricular links.
- Maximise the opportunities of Maths Association challenges, the Primary Maths Challenge and other local and national Maths competitions, working with the marketing department to communicate successes.
- Promote learning through a range of trips, visits, clubs, inter-house competitions, visiting speakers and other events, including outdoor learning and the *Forest School* programme.
- Participate in regular CPD, whole School and departmental meetings, training days and working groups.
- Support the Headmaster and Registrar in the assessment and admission of prospective pupils.
- Bid for and manage the departmental educational resources budget.

Communication

- Plan, lead and record all departmental meetings.
- Ensure outstanding levels of customer service in all communications, verbal or written.
- Deliver accurate and effective departmental reporting on pupil progress.
- Keep the *Deputy Headmaster (Academic)* informed of any significant departmental developments.
- Liaise closely with Learning Support staff about pupils with individual G&T, SEN and EAL needs.

- Liaise termly with the Heads of Junior, Middle and Senior Departments regarding syllabus development.
- Meet with parents individually where appropriate to discuss pupil progress.
- Annually review and publish *Programmes of Study* and *Schemes of Work* for every year group in the School.
- Publish and annually review an *Academic Departmental Handbook* in accordance with whole school policy which effectively communicates:
 - ✓ Departmental development philosophies and priorities
 - ✓ Teaching and learning objectives
 - ✓ Assessment, moderation, marking and reporting procedures
 - ✓ Baseline assessment and tracking procedures for all pupils, using SchoolBase, InCAS, CAT and other data, managing intervention where necessary.

Outcomes

- All children make at least expected progress in Maths and many exceed expected levels of progress
- Assessment data confirms that all children are performing in line with or above their ability level in Maths
- Excellent academic engagement of all boys and girls in Maths.
- Maths lessons are outstanding with pace, variety, differentiation and challenge for all.
- Departmental compliance with all School policy and procedure.

Other responsibilities in accordance with the BPS Head of Department Job Description

Decision Making Responsibilities:

This is a management position. The post holder is required to work independently and in accordance with School policy, professional standards and budgetary limits.

Personal Specification (Knowledge, Skills & Attributes)

Essential requirements for the role:

- ✓ Ability to work in a way which promotes the safety and well-being of children
- ✓ Excellent managerial skills with pupils, colleagues, parents and governors
- ✓ *Qualified Teacher Status*
- ✓ Imagination, commitment and ambition to inspire pupils to enjoy every aspect of School life
- ✓ Secure knowledge of the relevant subject and curriculum areas
- ✓ High standard of personal presentation
- ✓ Flexible and proactive attitude to work
- ✓ Maths subject specialism
- ✓ Enthusiasm for data analysis and ability to use data to improve department and whole school practice
- ✓ IT and audio/visually literate

Desirable requirements:

- ✓ Ability and desire to make an impact supporting the SMT in other areas, such as data analysis, timetabling, whole exam result analysis, development of Verbal, Non-Verbal and Quantitative ability testing, management and development of SchoolBase (MIS).
- ✓ Ability to offer an extra-curricular subject or activity, such as sport.
- ✓ Possess D1 category driving licence to enable position holder to drive a 17 seat minibus, or a willingness to train.

Salary and benefits

Beechwood Park pays all members of the teaching staff according to the *Beechwood Park School Salary Scale* at the point appropriate to their qualifications and experience. This scale is above the *National Teachers' Pay Scale* and includes a *London Fringe Allowance*.

Pension

The position holder is eligible to be a member of the *Teachers' Pension Scheme* or the *Independent Schools' Defined Contribution Pension Scheme*.

Holiday

The statutory minimum holiday entitlement under the *Working Time Regulations 1998* is to be taken during School holidays. In addition, the position holder is not normally required to work during normal School holidays other than three days prior to the return and for whole School events. Public holidays occurring when the School is in session will be working days.

Safeguarding

Beechwood Park School is committed to safeguarding and promoting the welfare of children and requires all of its applicants for employment both to complete a *BPS Staff Application Form* and to produce original documentation of certificates and degree qualifications. The School will undertake an enhanced *DBS* clearance check for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding, and to promote the welfare of children.

The School reserves the right to review and change this job description as the needs of the School change.

Agreed by Headmaster

.....

Date

Agreed by Job Holder

.....

Date