



# Second in Department, Mathematics

Based at  
The Cooper School, Churchill Road, Bicester OX26 4RS



## About Bernwode Schools Trust

Bernwode Schools Trust (formerly Bicester Learning Academy) was formed on 1st July 2014 and is a multi-academy trust currently comprising of The Cooper School and Glory Farm Primary School. The academy is run by a board of Trustees, with a separate Academy Committee (LGB) for each individual school. Both schools operate as a separate entity, retaining their own identity, uniform and ways of working. The academy is independent of the Local Authority (LA) and is funded directly by government. It has greater freedom to make decisions that reflect its particular circumstances and ethos.



The ambitions for the schools remain high: that we should provide to all our pupils a first-class and improving education that enables them, in all aspects of their lives, to make the progress and achieve the standard that reflect their ability. This reflects in our ethos as schools which service its community.

Our two schools already benefit from a strong partnership and we will use this opportunity to increase impetus in striving to gain even higher standards of pupil achievement and additional funding, previously retained by the Local Authority, will allow our academy the freedom to develop new and improved technologies.

We work with local schools, primary and secondary as our aim is to work together for the greater good of the young people in Bicester and its surrounding villages, both present and future.

## About The Cooper School



Choosing the right school to work in can be a minefield. The current political climate has resulted in there being a huge variety of types of schools to select from and not all types are right for everyone.

At The Cooper School, we pride ourselves on being forward thinking in terms of curriculum decisions which support our students; focused on improving learning through the use of new technologies and determined to continuously refine our approaches to teaching and learning. Investing in the Media Suite reflects a small part of our approach to making learning engaging, relevant and active for our students.

Joining us as a member of staff at The Cooper School means being able to see the big picture for the students here. It means that whilst we always strive for academic excellence, we also place great value upon students becoming adaptable, resourceful and enquiring. These are the sort of skills that will enable them to become effective citizens, just as much as their academic results will. As such, we encourage independent learning, enrichment initiatives, teamwork and co-operation.

Working here is an opportunity to flourish as a professional. We 'grow our own' leaders. Many new staff have taken on additional responsibilities which is a mark of their quality and commitment to making progress in their own careers as well as their desire to become part of a successful and positive organisation.

### **We received a fantastic Ofsted report! (June 2017)**

Our school was praised because:

- We "are driven by a desire to raise the aspirations of all pupils and have maintained and developed the culture of school improvement".
- "There is a caring, nurturing and inclusive ethos that permeates the school".
- "The climate for learning is very positive and the level of pupil engagement is high".
- we "have placed high importance on the development of staff and there is a rich and varied programme of professional training, which is helping teachers to improve their practice".

Please have a look at the full Ofsted report which can be found here:

<https://reports.ofsted.gov.uk/provider/23/141069>

The school was delighted by the success of its Year 11 students in 2019, with 67% of students obtaining 5 or more 4+ grades, including Maths and English at GCSE.



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## The Vacancy

The Cooper School prides itself on its innovative and creative Mathematics department and are now seeking an exceptional practitioner to join the team from September 2020 in the role of **Second in Mathematics**.

We are seeking an enthusiastic individual to support the subject leader in developing the teaching and learning of the Mathematics department. The successful candidates will have excellent teaching skills, the ability to inspire and motivate students to achieve outstanding results and have the desire to make a real difference to the Mathematics department and to the school as a whole.

### **We can offer you:**

- the opportunity to work with experienced and value driven colleagues;
- an innovative and supportive working environment;
- caring, well behaved and motivated students;
- a genuinely happy and friendly academy community;
- a commitment to Continual Professional Learning and Development;
- strong links with and support from the wider academy;
- an energetic, vibrant and diverse environment where everyone is valued;
- the opportunity to use Google's GSuite for Education.

The successful candidate will have excellent teaching skills, the ability to inspire and motivate our students to achieve outstanding results, and have the desire to make a real difference and contribution to our school.

If you have any questions regarding the position or would like to visit our school, please contact Human Resources to make arrangements. Telephone 01869 362697 or email [recruitment@bernwodeschoolstrust.co.uk](mailto:recruitment@bernwodeschoolstrust.co.uk)



## The Mathematics Department



Our Mathematics department prides itself on being innovative and creative; placing high importance on maintaining a strong, collaborative and supportive teaching team; supported by two dedicated Maths HLTAs.

**GCSE results 2019: 74% 4+; 52% 5+.**

Our results have consistently been above average compared with similar school profiles on nearly EVERY measure since the reformed GCSEs started in 2018.

It is important that we are flexible and always looking to develop our teaching and learning ideas, particularly against the backdrop of on-going curriculum changes. The success of our students is paramount and always at the centre of our work.

Recent priorities have included:

- Developing strategies for including Reasoning and Problem Solving opportunities into every lesson. In 2015-16 we were part of a collaborative National project looking at this essential aspect of the new KS3 & 4 curriculum and are striving to embed this into our daily practice.
- Rewriting our KS3 curriculum to follow a mastery style approach, particularly focusing on mixed ability year 7 & 8 and ways to ensure a rich and challenging experience for students of all prior attainments.
- Developing bespoke, targeted homework to facilitate deliberate, spaced practice of key skills.
- Ways to teach new topics to Foundation and Higher GCSE students following the new GCSE courses.

There is always more that we can be doing to improve our Teaching & Learning practice, come and be part of our dynamic team!

## Job Description

<b>Job title</b>	Second in Department: Mathematics
<b>TLR</b>	2-2
<b>Full time equivalent</b>	1.0
<b>Permanent/temporary</b>	Permanent
<b>Principal place(s) of work</b>	Bernwode Schools Trust
<b>Immediate line manager</b>	Head of Department
<b>Staff managed</b>	None
<b>Job purpose</b>	<p>Working together with the Head of Mathematics the 2i/c will take a key role in maintaining and enhancing the ethos and development of Maths in accordance with the values and core purpose expressed in the school's Aims.</p> <p>The primary purpose of the post is to support the Head of Mathematics in the leadership, management and development of the Maths Department in all aspects of teaching and learning, for the benefit of all students and classroom based staff. The main focus will be on supporting the Head of Department in working with staff to achieve outstanding provision and practice so that all students make outstanding progress and achievement.</p>

### Main responsibilities/duties:

#### General Responsibilities

- To support the Head of Department and to deputise when and where appropriate.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area.
- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.

#### Strategic Responsibilities

- To support the Head of Department in the delivery of the Maths curriculum, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- The day-to-day management, control and operation of the curriculum provision within the department as identified by Head of Department.
- To assist in monitoring and following up student progress.

- To assist in the implementation of school Policies and Procedures.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To assist in ensuring the planning activities of the department reflect the needs of the students and the aims and objectives of the school.
- To support the application of ICT in the Curriculum area.

#### **Curriculum:**

- To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- To support curriculum development within the whole department with particular emphasis on the relevant curriculum area.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To assist with the promotion and development of appropriate extra-curricular and community activities within the department.

#### **Staffing:**

- To work with Head of Department/SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Performance Management Review and to act as reviewer for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.

#### **Quality Management:**

- To assist in the process of setting targets within the department and to work towards their achievement.
- To help establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To implement modification and improvement where required within the relevant curriculum area.

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- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
  - To assist in the use of analysis and evaluation of performance data.
  - To help produce reports within the quality assurance cycle.
  - To assist in the production of reports on examination performance.
  - To assist in the identification of exam entries within the department.

#### **Pastoral Support:**

- To monitor and support the overall progress and development of students within the curriculum area
- To help to monitor student attendance together with students' progress ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To assist in the implementation of the Behaviour Management system in the department so that effective learning can take place.

#### **General teaching responsibilities:**

- Prepare and deliver lessons to a range of classes of different ages and abilities.
- Mark work, give appropriate feedback and maintain records of pupils' progress and development.
- Research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials.
- Select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards.
- Prepare pupils for qualifications and external examinations.
- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour.
- Undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties.
- Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events.
- Liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers.
- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional learning (CPL).

#### **Additional duties:**

- To be aware of their responsibilities for health and safety for themselves and others.
- A commitment to safeguarding the welfare of children.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bernwode Schools Trust is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.



## Person Specification

	Essential Criteria	Desirable Criteria
<b>Education/training</b>	<ul style="list-style-type: none"> <li>Well-qualified graduate with appropriate degree</li> <li>PGCE/Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>Recent, relevant INSET</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>Curriculum development work</li> <li>Experience across the age and ability range</li> </ul>	<ul style="list-style-type: none"> <li>Enrichment/ extra-curricular initiative</li> <li>Experience of teaching at KS5</li> </ul>
<b>Relevant skills and attributes</b>	<ul style="list-style-type: none"> <li>Ability to work in a team</li> <li>Excellent classroom skills</li> <li>Creativity and flexibility</li> </ul>	<ul style="list-style-type: none"> <li>Keen sense of progression of own career</li> <li>Interest in current educational research</li> </ul>
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>Commitment to developing teaching and learning</li> <li>Commitment to raising attainment</li> </ul>	<ul style="list-style-type: none"> <li>A willingness to support the wider life of the school</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>An awareness of responsibilities for health and safety of themselves and others</li> <li>Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.</li> <li>A commitment to safeguarding children</li> </ul>	



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## How to apply

Further details and an application form are available on the Academy website [www.bernwodeschoolstrust.co.uk](http://www.bernwodeschoolstrust.co.uk) or please contact Human Resources by telephone on (01869) 362697 or by email [recruitment@bernwodeschoolstrust.co.uk](mailto:recruitment@bernwodeschoolstrust.co.uk)

**Closing date for receipt of applications:  
31<sup>st</sup> March 2020, 9am**

*Bernwode Schools Trust have the right to interview and appoint at any time throughout this recruitment process. All candidates are advised to refer to the job description and person specification before making an application.*

**Applicants from outside the EU will need to demonstrate their eligibility to work in the UK.**

Bernwode Schools Trust is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.



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# Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information

Bernwode Schools Trust is a Multi-Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

## **General principles**

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bernwode Schools Trust complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

## **Storage and access**

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## **Handling**

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## **Usage**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## **Disposal**

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

## **uCheck acting as an Umbrella Body**

uCheck acts as an Umbrella Body on behalf of Bernwode Schools Trust (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.

<b>Author</b>	Emma Le Brun-Hayward
<b>Date adopted</b>	July 2014
<b>Accountable Officer(s)</b>	Ben Baxter, Executive Headteacher Jane MacLachlan, Headteacher
<b>Date for review (every 3 years)</b>	July 2020



## Policy statement on the recruitment of ex-offenders to a post within Bernwode Schools Trust

Bernwode Schools Trust is a Multi-Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bernwode Schools Trust complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bernwode Schools Trust is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bernwode Schools Trust. Disclosures will also be requested for all members of the Governing Body of Bernwode Schools Trust Trust, and for all volunteers where applicable. Where a job is advertised by Bernwode Schools Trust, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bernwode Schools Trust encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bernwode Schools Trust, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.



Posts within Bernwode Schools Trust are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bernwode Schools Trust will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bernwode Schools Trust will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bernwode Schools Trust has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.

<b>Author</b>	Emma Le Brun-Hayward
<b>Date adopted</b>	July 2014
<b>Accountable Officer(s)</b>	Ben Baxter, Executive Headteacher Jane MacLachlan, Headteacher
<b>Date for review (every 3 years)</b>	July 2020