



# BEECHWOOD

*Sacred Heart School*

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



Appointment of

## **Teacher of Mathematics**

September 2019

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## The Head of Beechwood Sacred Heart School invites applications for the post of Teacher of Mathematics



### The School

Beechwood Sacred Heart School is a forward thinking, inclusive and caring co-educational, independent, day, weekly and boarding school with 350 pupils on roll (between 3 years and 18 years). Beechwood is an international school and welcomes all faiths whilst being justifiably proud of its Catholic ethos. The pupil and staff body is diverse with many faiths forming our Community. 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 70 strong and draws pupils from 14 different nationalities.

Under the direction of Beechwood's Head, Mrs Helen Rowe, there is an ambitious Development Plan driving the School forward. Outstanding teaching and learning, major capital development projects, together with a keen eye on the continual attention and improvement of those essential elements that makes Beechwood unique and successful, are at the heart of the Plan.

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 and diversity 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 23 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 be a vibrant, caring school, providing an education rooted in our Catholic Christian faith and in the Sacred Heart tradition where each person is known and loved.
- 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.



# **Full Time Teacher of Mathematics**

## **Job Description**

Thank you for your interest in this post. We are seeking to appoint a dynamic and ambitious teacher from September 2019 to teach Mathematics at Beechwood. We are looking for someone who would like to join a very successful department who can inspire our students and is passionate about Mathematics.

### **Line of Responsibility**

The teacher is directly responsible to the Head of Mathematics.

### **Responsibilities**

#### **Teaching**

- Set high standards and expectations which inspire, motivate and challenge students.
- Promote good progress and outcomes for students.
- Demonstrate good subject and curriculum knowledge, including examination specifications up to A Level standard.
- Plan and teach well-structured lessons that reflect the abilities and needs of the students.
- To teach to the highest standard.
- To promote a level of learning and children's intellectual curiosity.
- Ensure that ICT, Reading, Writing, Communication and Maths, and Social, Moral, Cultural and Spiritual developments are reflected in the teaching/learning experience of students.
- Undertake a designated programme of teaching.
- Ensure a high quality learning experience for students which meets internal and external quality standards.
- Prepare and update subject materials.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and

#### **Assessment, Recording and Reporting**

- Keep appropriate records of pupils' work.
- Mark and return work set, including homework within an agreed and reasonable time.
- Adhere to the school's marking policy at all times.
- Carry out assessment programmes, as agreed by the school, or department.
- Complete pupil reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.
- Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.

- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning.
- Assist the Head of Maths to identify resource needs and to contribute to the efficient/effective use of physical resources.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

### **Strategic**

- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- Contribute to the curriculum area and department's development plan and its implementation.
- Contribute to the design and provision of an engaging curriculum within the relevant subject areas.
- Assist the Head of Maths, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.
- Take an active role in marketing the school through Open Days and any other occasions as appropriate

### **Pastoral**

- Endeavour to build up a good relationship with the pupils, so that they will look to you for support and advice.
- Report issues of concern to the appropriate senior staff.
- Promote the general progress and well-being of individual students
- Liaise with Heads of Division to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Contribute to the preparation of action plans and progress files and other reports and references.
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- Apply the school's behaviour management systems so that effective learning can take place.
- Work with the school's Boarding team as required



## **Performance Management and Professional Development**

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the appraisal process.
- Work as a member of a designated team and to contribute positively to effective working relations.

## **School Ethos**

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Salary will be paid on the Beechwood Teacher' Salary Scale top 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. The school is committed to safeguarding and promoting the welfare of children. Applicants must be willing to go child protection screening appropriate to the post, including checks with past employers and the DBS.