



**BURFORD  
SCHOOL**  
FOUNDED 1571



**JOB INFORMATION**

## **Second in Maths Department**

**APPLICATION DEADLINE: 12.00 pm Monday 22 April 2024**





## THE SCHOOL

*Burford School has been delivering an excellent education for over 450 years. Today, we continue to offer the best of education to day and boarding girls and boys, aged 11 to 18 years old.*

We know our students will need superb academic foundations to flourish in the future, and we support each one to reach for their very best. We consistently achieve outstanding examination results, well above national and Oxfordshire figures. We are proud that a high proportion of students go on to university, including Oxbridge; secure competitive apprenticeships at companies including BMW Group and JP Morgan; and enter dream careers in performing arts to forensic science or physiotherapy. In our Learning Zone, we tailor learning to enable all students to reach their full potential. While outside of the classroom, our renowned Burford Institute of Music and Athletic Foundation support them to excel.

To achieve the most from life, our students will also need character. From sport, music, conversational Chinese, chess, Young Enterprise, drama and the Duke of Edinburgh's Award, we offer over 35 activities and clubs, with every student encouraged to participate. Through these experiences and the many trips and enrichment opportunities we provide, our young people develop resilience, commitment, problem-solving and communication skills they can use long after they leave us.

With our history to guide us, we teach our students traditional values and the importance of respect. We prepare them to meet 21st-century challenges and equip them with the tools to build happy and successful lives. Sometimes, we know, young people need extra support. Our large and experienced Pastoral Team works tirelessly to ensure that all students have the foundations to thrive while at Burford School.





## Vision

We are fortunate to enjoy 40 acres of Cotswold countryside on site, and we make the most of our idyllic setting on the edge of the bustling historic market town of Burford.

We look forward to meeting you soon.

### Mr Albrighton

Headteacher of Burford School



Our ethos is to provide the '**best of education**' to our students, supporting them to achieve excellent academic results, while not compromising on their enrichment and care.

Our core values are:

### Respect

*Inclusive, Sustainable, Community-led*

We empower our students to respect one another and themselves.

### Participate

*Inspiring, Enriching, Diverse*

We encourage our students to participate in a broad range of opportunities, whatever their interests or skills.

### Reach

*Ambitious, Bespoke, Nurturing*

We support our students to reach to be the best versions of themselves.



## THE ROLE

<b>Salary</b>	:	MPS/UPS plus TLR 2b, currently £5,349
<b>Start Date</b>	:	1 <sup>st</sup> September 2024
<b>Contract</b>	:	Full time
<b>Term</b>	:	Permanent
<b>Reporting to</b>	:	Head of Maths

We are seeking to appoint an enthusiastic and experienced teacher to take on the role of Second in the Mathematics Department with specific responsibility for a Key Stage. The successful candidate will take on a lead role in ensuring that curriculum, teaching and assessment are robust and fit for purpose. The role will involve close monitoring of the overall levels of progress made by students as they progress, requiring regular liaison with both the HOD and Mathematics teaching team.

The successful candidate will be an excellent classroom practitioner with at least two years' experience. You will be a hardworking and enthusiastic teacher, able to engage students across the age and ability range. The role is ideal for someone with aspirations to be a Head of Maths and will include deputising for the Head of Department in their absence.

For further information or a discussion regarding the post, please contact the Head of Department, Mr Craig.

Burford School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn't part of the shortlisting process, and there will be a chance to address any issues of concern at interview.



<b>Post Title:</b>	<b>Second in the Maths Department</b>
<b>Purpose:</b>	<p>Take responsibility for a Key Stage, this includes:  curriculum &amp; curriculum development  quality of teaching and learning  data analysis, target setting and tracking  interventions to raise achievement  ensuring students make expected progress</p> <p>To raise standards of student attainment and achievement within the area of responsibility and to monitor and support student progress.</p> <p>To develop and enhance the teaching practice of others.</p> <p>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</p> <p>To deputise for the HOD in their absence.</p> <p>Other responsibilities as required, agreed with HOD.</p>
<b>Reporting to:</b>	HOD
<b>Responsible for:</b>	Teaching staff and other relevant personnel within the department.
<b>Liaising with:</b>	HOD, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents.
<b>Working Time:</b>	195 days per year. Full time.
<b>TLR:</b>	TLR 2(b)
<b>Disclosure level:</b>	Enhanced.
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<p>To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies for specified area of responsibility.</p> <p>To support teaching &amp; learning within the Maths department.</p> <p>To actively monitor and follow up student progress.</p> <p>To overview key events in Maths. e.g. Open evening &amp; Parent Forums.</p> <p>To implement School Policies and Procedures, e.g. Assessment, Literacy, Health and Safety.</p> <p>To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and plans of the School.</p> <p>To ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.</p>





<b>Curriculum Provision:</b>	To liaise with HOD to ensure the delivery of an appropriate curriculum programme for specified area of responsibility.
<b>Curriculum Development:</b>	To lead curriculum development for the whole department. 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.
<b>Staff Development:</b>	To undertake appraisal review(s) and to act as appraiser for a group of staff within the designated department. To assist the HOD & make appropriate arrangements for classes when staff are absent. Fulfil this role in HOD absence. To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. To promote teamwork and to motivate staff to ensure effective working relations and act as a positive role model. To support non-specialists in the department
<b>Quality Assurance:</b>	To assist in the effective operation of the self-evaluation and improvement cycle. To assist in the process of the setting and monitoring of targets within the department and to work towards their achievement. To contribute to the School procedures for lesson observation.
<b>Management Information:</b>	To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system relevant to specified area of responsibility. To make use of analysis and evaluate performance data provided. To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. To produce reports within the self-evaluation and planning/ improvement cycle for the department for specified area of responsibility.



## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
1. Graduate teacher with QTS	✓	
2. Ability to teach Key Stage 3 Maths	✓	
3. Ability to teach GCSE Maths	✓	
4. Ability to teach A-level Maths		✓
5. Outstanding classroom practitioner	✓	
6. Leadership ability	✓	
7. Be able to articulate a vision for Maths education	✓	
8. Understand and use data to improve outcomes	✓	
9. Support the work of the Head of Maths	✓	
10. Proven track record of outstanding results and/or improving results.	✓	
11. Willingness to contribute to the extra-curricular programme	✓	
12. Enhanced CRB check	✓	







# Working at Burford

Burford is an oversubscribed school, situated in an area of outstanding natural beauty. It is an excellent school, with a superb environment for learning and priority given to teacher development. Our aim is to recruit colleagues who will be stimulated by the prospect of working hard to share in our success.

Visits to the school are warmly welcomed so you can see for yourself what makes Burford School such a special place to work – please contact Mrs Evans, HR Manager, to arrange this.

## **Additional Staff Benefits**

- Additional PPA for professional development
- Supportive continuous professional development and growth opportunities
- Health and wellbeing support including access to an employee assistance programme, free flu vaccinations and a subsidised Healthcare Plan
- Teacher pension scheme membership
- The school is located within a short walk of a picturesque Cotswold town

As we are a heavily oversubscribed school, children of staff have priority for admission to Burford School\*.

\* Please see relevant Admissions Policy on the school website.



# HOW TO APPLY

Applications should be made by way of the Burford School application form. We are happy to accept a CV that accompanies an application form but cannot accept a CV alone.

Please download job details and an application form from our Eteach page: <https://www.eteach.com/job/second-in-maths-department-1412775>

or

Contact Mrs S Evans, HR Manager, at the following email address:

**[s.evans@burford.oxon.sch.uk](mailto:s.evans@burford.oxon.sch.uk)**

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[www.burford.oxon.sch.uk](http://www.burford.oxon.sch.uk)

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