



**BURFORD  
SCHOOL**  
FOUNDED 1571



**JOB INFORMATION**

# **Mathematics Teacher with Responsibility for KS3**

**APPLICATION DEADLINE: 12.00 pm Monday 16 September 2024**



*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 2a (Currently £3,214 per annum)
<b>Start Date</b>	:	1 <sup>st</sup> January 2025
<b>Contract</b>	:	Full time
<b>Term</b>	:	Permanent
<b>Reporting to</b>	:	Head of Maths

We are seeking to appoint a dynamic, enthusiastic and well-qualified teacher with experience of teaching Maths at Key Stage 3 to join our outstanding department. Under the direction of the Head of Department, the successful candidate will be responsible for Maths at Key Stage 3 and will play a key role in providing an enriching education for our students.

The Maths department has enjoyed considerable academic success at all levels for many years with excellent examination results and outstanding recruitment to A-level Maths and Further Maths. The department has a purpose-built block, which provides superb specialist accommodation.

For further information or a discussion regarding the post, please contact the Head of Department, Mr Craig—[t.craig@burford.oxon.sch.uk](mailto:t.craig@burford.oxon.sch.uk)

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.



### General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation. Specifically for the year 2024/25:

<b>Post Title:</b>	<b>Teacher of Mathematics with Responsibility for Key Stage 3</b>
<b>Responsible to:</b>	Head of Mathematics
<b>TLR Role</b>	<p>Lead the further development, establishment and evaluation of an effective Maths curriculum which meets the needs of KS3 students.</p> <p>Monitor the overall levels of progress made by KS3 Maths students, ensure challenge and address underachievement through interventions.</p> <p>Develop and maintain an up-to-date knowledge of current national thinking and initiatives.</p> <p>Identify and disseminate good practice in developing the abilities of KS3 students.</p> <p>Organise and lead CPD where appropriate within the department to develop/enhance the practice of teaching.</p> <p>Manage the development of teaching resources.</p> <p>Develop schemes of work in conjunction with teaching staff.</p>
<b>Teaching Role</b>	<p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</p> <p>To monitor and support the overall progress and development of students as a teacher/form tutor.</p> <p>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</p> <p>To contribute to raising standards of student attainment and achievement.</p> <p>To share and support the school's responsibility to provide and monitor opportunities for the personal and academic development of children and young people.</p>
<b>Responsibilities:</b>	<p>Planning well-structured, relevant lessons.</p> <p>Taking responsibility for own professional development and ensuring best practice in classroom teaching and learning.</p> <p>Keeping subject knowledge up to date.</p> <p>Contributing to the development of schemes of work and department resources.</p> <p>Contributing to preparing for changes in external examination courses.</p> <p>Contributing to the implementation of new courses within the subject area.</p> <p>Attending department/faculty and year team meetings.</p> <p>Providing extra-curricular opportunities that are an essential part of subject provision such as drama and musical productions and PE fixtures.</p>



<p><b>Teaching and Learning:</b></p>	<p>Carry out teaching duties in accordance with the school's schemes of work and National Curriculum.</p> <p>Liaise with colleagues to deliver units of work in a collaborative way.</p> <p>Work with teaching assistants and the Learning Support Department</p> <p>Set targets for student attainment levels based on effective use of data and incorporate suitable challenge.</p> <p>Set work for students absent from school (as appropriate / necessary)</p>
<p><b>Assessing and Reporting:</b></p>	<p>Mark and return work within agreed time span, providing feedback and targets.</p> <p>Setting learning and achievement targets and monitoring progress towards those targets, including keeping accurate records of progress.</p> <p>Reviewing the attainment outcomes of students taught and assessing and quantifying impact on students' learning of own teaching.</p> <p>Writing reports for students as part of the school review cycle.</p> <p>Liaise with parents and attend consultation evenings.</p> <p>Work within the Code of Practice relating to Special Educational Needs.</p>
<p><b>Standards and Quality Assurance:</b></p>	<p>Support the aims and ethos to the school as identified in the School Improvement Plan and School Prospectus.</p> <p>Ensure awareness of national developments relevant to subject and current best practice.</p> <p>Undertaking lesson observations as part of the school's monitoring schedule.</p> <p>Promote and model good relationships with pupils, colleagues and parents.</p> <p>Set a good example in terms of dress, punctuality and attendance.</p> <p>Uphold the school's behaviour code and uniform regulations.</p> <p>Participate in staff training and take a lead in own professional development.</p> <p>Develop links with governors, LEA link and subject advisers.</p> <p>Actively seek the views of parents and learners as part of the self-evaluation process.</p>



<b>Other requirements:</b>	<p>Acting as a form tutor and supporting the personal, social and spiritual well-being of students in every aspect of your work.</p> <p>Delivering and contributing to the development of PSHE materials.</p> <p>Participating in school cross-curricular days such as citizenship or enterprise awareness days.</p> <p>Participation and contribution to the organisation of school visits and trips that complement learning.</p> <p>Supervision of students outside of lesson time in morning and afternoon sessions for example during lesson changeovers.</p> <p>Providing students' work for classroom display.</p> <p>Attendance at meetings and parents' evenings.</p> <p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage students to follow this example.</p> <p>To promote actively the school's policies.</p> <p>To continue personal development as agreed.</p> <p>To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.</p> <p>To undertake any other duty as specified by S.T.P.C.B. not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by the school's management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>
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## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
1. Ability to work in a way that promotes the safety and wellbeing of children and young people	✓	
2. Qualified teacher status	✓	
3. Graduate	✓	
4. Subject Specialism - Mathematics	✓	
5. Experience of teaching KS5		✓
6. Ability to teach Mathematics across Key Stages 3 and 4	✓	
7. Effective classroom teacher	✓	
8. Willingness to support extra-curricular activities		✓
9. Recent and relevant CPD		✓
10. Enhanced DBS 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/teacher-of-maths-with-responsibility-for-ks3-1438618>

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)**

Application deadline: **Monday 16 September 2024 (12.00 pm)**

Interviews will be held : Week commencing 16 September 2024



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Burford School, Cheltenham Road, Burford, Oxfordshire, OX18 4PL

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