



# The Beacon

An independent day school for boys aged 4 to 13 years

## **Head of Mathematics For September 2019**

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***The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.***

***The Beacon is an equal opportunities employer.  
Registered Charity number 309911.***

## From Will Phelps, Headmaster



Dear Applicant

Thank you for your interest in the position of Head of Mathematics at The Beacon.

The Beacon is a large independent prep school for boys, with an age range of 4-13. We have superb facilities and resources to support a forward-looking educational environment. I am incredibly proud to say that our school offers a very positive, happy working environment that is focused upon the educational needs and well-being of all our boys. The Beacon has led and developed the Prep School Baccalaureate ('PSB'), which offers freedom and flexibility to our Heads of Department to develop the curriculum to best inspire young minds, develop independent learning and growth mindsets.

The Maths Department at The Beacon is very strong having been led by an outstanding Head of Maths for many years. I am now seeking a successor who has a passion with exceptional knowledge for the subject coupled with proven ability to lead a major department with clarity and vision. The ability to teach and inspire at all levels from independent school scholarship to those who might struggle with Maths is vital.

The successful candidate will also be a form tutor and, as with all our teaching staff, be expected to contribute to the school's extra-curricular programme and very much immerse themselves into Beacon School life. Please note that knowledge of teaching mathematics at secondary level would be desirable, as the successful candidate will teach Years 6, 7, and 8 to the highest levels. Do take a look at our website for further general information about the school and our safeguarding policies. The appointment is from September 2019, and there may be potential for accommodation initially on site.

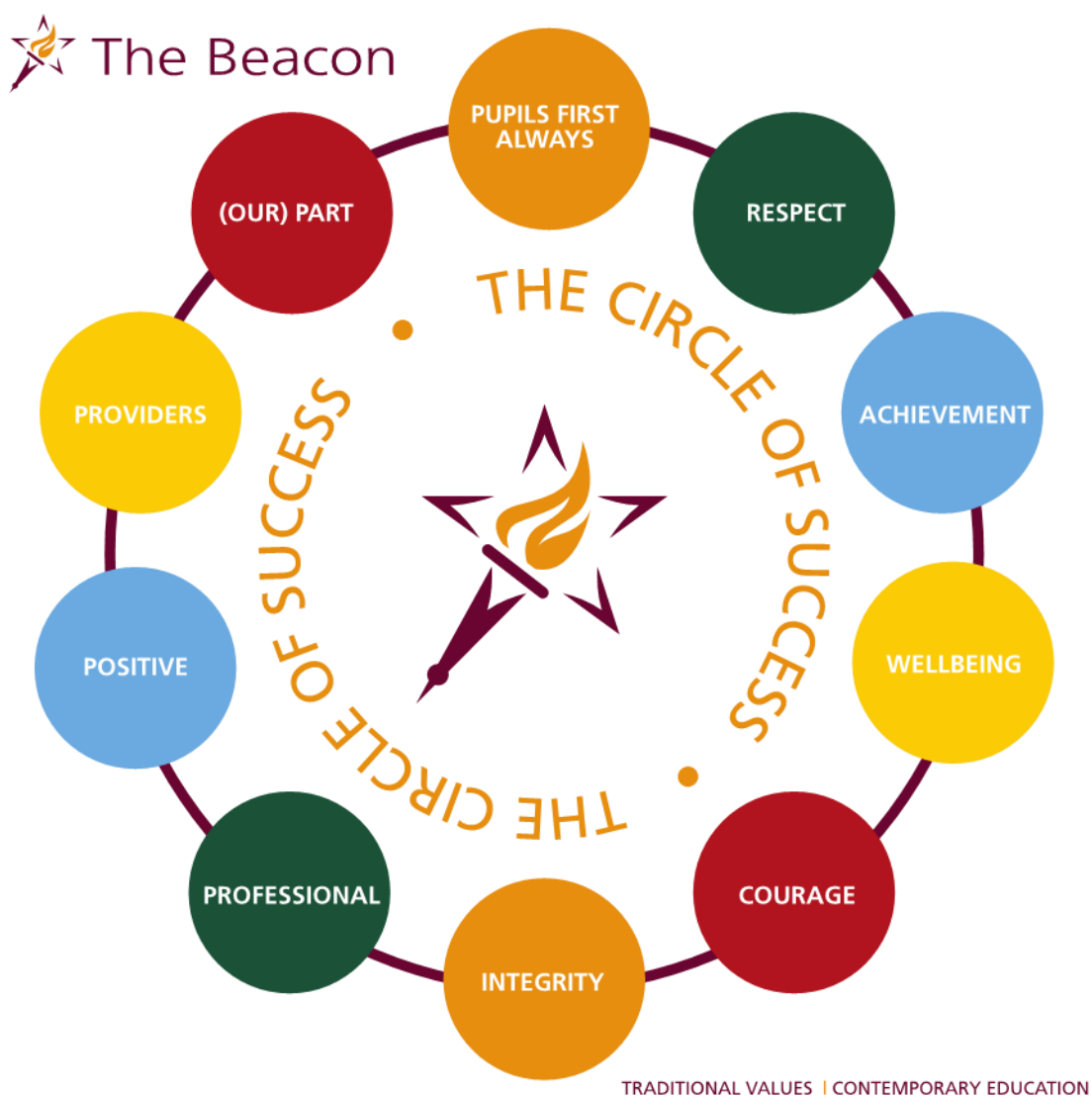
The Beacon is a remarkable school and we seek remarkable people. I look forward to hearing from you.

A handwritten signature in black ink that reads "Will Phelps". The signature is written in a cursive style with a large, looping initial "W".

Will Phelps  
**Headmaster**

## Professional Standards

The following is our 'circle of success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our school.



# The Role

## **JOB DESCRIPTION**

**The main areas of responsibility are:**

### **As a Teacher**

- To teach Maths primarily from Y5 to Y8 with skill, enthusiasm and dedication.
- To encourage and stimulate the boys to achieve excellence in all their endeavours and to expect the highest standards
- To prepare lessons in line with the agreed curriculum and schemes of work in the subject
- To mark and assess boys' work and progress in line with the school and departmental policies and to record assessments in a clear and informative manner, using our digital systems
- To report progress to parents at parents' meetings and in written reports
- To ensure that the boys' work is presented and maintained in an organised, appropriate and accessible format
- To work closely in a team with other teachers and assistants and the Head of Section and all members of the School Leadership Team
- To liaise with the staff in the Learning Support Centre to ensure that the needs of all boys with SEN are met
- To ensure that IEPs are managed and maintained effectively
- To maintain records and notes on academic issues on the electronic profiling system

### ***Pastoral***

- To look after the well-being and pastoral needs of the boys in the class
- To reinforce the Values of The Beacon
- To monitor closely the behaviour of the boys in the class and deal with any inappropriate behaviour, in consultation with the Senior Master if necessary
- To encourage and reward the boys for good behaviour, using a variety of different and appropriate methods
- To communicate effectively and regularly with parents and other staff
- To liaise with the Senior Master/Pastoral Team where necessary
- To liaise with the School Counsellor, where necessary
- To maintain records and notes on pastoral issues on the electronic profiling system

### ***As Head of Department***

- To be responsible for the curriculum and standards of the teaching in Maths throughout the school working closely with subject co-ordinators and other staff
- To establish clear guidelines for how the department should be run, especially with regard to school policies on planning, marking and assessment;
- To develop and maintain the PSB (Prep School Baccalaureate) with regard to Maths in Y7 and Y8;
- Continuously to revise and update the Departmental Handbook and Schemes of Work;
- To organise regular departmental meetings in order to review the work, progress and plan for the forthcoming term;
- To monitor and support the teaching of the other members of the department through individual discussion, assessment and lesson observations to ensure that 'excellent Maths' is being taught throughout the school;
- Manage the professional development and arrangements for Maths staff training (including Inductions, Probations and Professional Development Reviews)
- To be responsible for the allocated departmental budget and to use it to resource the subject effectively and efficiently throughout the school;
- To meet regularly with other Heads of Department to strengthen cross-curricular links and share skills, ideas and experiences in teaching and learning;
- To promote interest in and enjoyment of the subject through extra-curricular activities and inter- and intra-school events;
- To liaise closely with the Head of Learning Support;
- To keep abreast of developments in the subject, attend relevant training and all INSETs.
- To prepare Maths Departmental Review papers for presentation to SMT and Governors' Education Sub-Committee
- To attend and take an active role in Academic Team leadership meetings

### ***Additional Duties***

- To perform break time and lunchtime duties on a rota basis
- To supervise boys during assemblies
- To assist with the organisation and running of trips and events when necessary
- To be a form tutor

In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.

## The Process

*The school is committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.*

*Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.*

Please complete the Application Form in full (CVs cannot be accepted), which is available from the school website, with a covering letter and send:

- by e-mail to [headspa@beaconschool.co.uk](mailto:headspa@beaconschool.co.uk)
- by post to: Mr Will Phelps, Headmaster, The Beacon School, Amersham Road, Chesham Bois, Amersham, Bucks HP6 5PF

The closing date for receipt of applications is **Thursday 21<sup>st</sup> February 2019**  
Interviews will be held the week of **25<sup>th</sup> February 2019**

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

