



Birchwood High School

your dreams, your future, our challenge

**Teacher of Maths
& KS4 Coordinator**

Recruitment Pack





*At Birchwood, we are part of something special, welcoming all,
supporting all, and encouraging all.*

*Together, we enjoy the exploration of ideas, the excitement of
learning, and the celebration of our achievements in a school
where we feel safe.*

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WELCOME FROM OUR PRINCIPAL, SAM GRIFFIN



Dear Applicant,

Thank you for your interest in joining the team at Birchwood High School. We are a school that is proud to be more than just a place of learning — we are a thriving, inclusive community where every member is valued, supported, and empowered to succeed.

At Birchwood, we believe in unlocking personal potential: nurturing ambition, fostering growth, and ensuring that every student thrives in an environment where they feel safe, inspired, and encouraged. Our commitment to this ethos was reflected in our most recent Ofsted inspection (January 2025), where we were judged to be 'Good' in all areas.

We are incredibly fortunate to have a dedicated and talented team of staff who share our vision. Teaching at Birchwood means working alongside passionate professionals who go above and beyond to create enriching experiences for our students. Whether through academic progress, pastoral support, or curriculum enrichment, we strive to strike the right balance—offering challenge, support, and opportunity in equal measure.

If you share our commitment to inclusive education and want to be part of a school where your contribution is valued and where you can truly make a difference, we would love to hear from you.

We look forward to welcoming you to Birchwood.

your dreams, your future, our challenge.

Sam Griffin,
Principal

ABOUT BIRCHWOOD HIGH SCHOOL & THE LOCAL AREA

Birchwood High School is a thriving, inclusive secondary school that welcomes students of all abilities. With a student body of over 1,450, including a vibrant Sixth Form, we offer a diverse and ambitious curriculum that supports academic success, personal growth, and future aspirations.

Our ethos—**Welcome all, Support all, Encourage all**—is at the heart of everything we do. We are proud of our strong links with the local community and our reputation for exceptional pastoral care, SEND provision, and enrichment opportunities. Students benefit from modern facilities, including specialist teaching spaces, a dedicated Sixth Form centre, a well-equipped library, and extensive sports amenities, ensuring a dynamic and engaging learning environment.

At Birchwood, we believe in preparing our students not only for academic success but also for life beyond school—empowering them to become confident, capable, and happy young adults ready to take on the world.

Nestled in the heart of the Hertfordshire countryside, Bishop's Stortford is a thriving and historic market town that offers the perfect balance of connectivity, charm, and community. Bordering Essex and with direct train links to London Liverpool Street, Cambridge, and Stansted Airport, the town is ideally positioned for commuters and families alike. The M11, M25, A120, A10, and A414 provide excellent road access to key destinations across the South East.

Beyond its exceptional transport links, Bishop's Stortford boasts a rich heritage, vibrant town centre, and a strong sense of community. The area offers a mix of independent shops, cafes, and restaurants alongside well-known high-street brands. Residents enjoy a variety of leisure facilities, green spaces, and cultural attractions, as well as easy access to beautiful countryside and picturesque villages.

Birchwood High School is located in the north-east of Bishop's Stortford, within a welcoming residential area and surrounded by open green spaces, including mature woodland.

KEY FACTS AND STATISTICS



RATED '**GOOD**' IN ALL AREAS
JANUARY 2025



BISHOP'S STORTFORD



SINGLE ACADEMY TRUST
(Est. 2011)



YEAR 7-13



1179 - STUDENTS YR 7-11
227 - SIXTH FORM STUDENTS

21%

SEND

11%

FSM

13.6%

EAL

12.4%

PUPIL PREMIUM

“

The supportive community of teachers and fellow students has empowered me to reach my full potential academically and personally.

BIRCHWOOD ALUMNI

”



JOB TITLE	Teacher of Maths & KS4 Coordinator
SALARY / GRADE RANGE	MPR/UPR + TLR 2B
RESPONSIBLE TO	Head of Maths

Purpose of the Role

As KS4 Co-ordinator you will be expected to support the Head of Faculty in leading and managing the improving standards of attainment and progress of students in Maths. You will assist with the development of the Maths curriculum and be responsible for Key Stage 4 Maths (Years 9 to 11).

In addition to core teaching responsibilities the post holder will:

Quality of Learning

- Oversee the development, implementation, and evaluation of the KS4 Maths curriculum, ensuring progression, continuity, and appropriate challenge for all learners, including those with SEND and those who are disadvantaged.
- Lead and promote numeracy provision across Years 9, 10 and 11, embedding best practice in teaching and learning.
- Coordinate and monitor numeracy intervention programmes
- Ensure all staff teaching Years 9–11 are provided with baseline data, clear targets, and appropriate assessment and monitoring processes.
- Manage internal examinations, moderation, and standardisation within Years 9, 10 & 11.
- Support the Head of Faculty with monitoring teaching and learning in-line with school policy by conducting Quality Assurance.
- Lead moderation and standardisation of work for both year groups
- Ensure monitoring and assessment processes are followed
- Ensure that there is both progression and continuity across the year groups for which they are responsible
- To liaise with the Head of Faculty with regards to link with other Key Stages within the Faculty
- Ensure that Year 9 are fully prepared for the demands of the GCSE by building of student's levels at Key Stage 3 and the development, progression, mapping and refinement of the skills demanded in Key Stage 4.

Supporting Staff

- Support colleagues in delivering high-quality Maths lessons, fostering a consistent approach across the Faculty.
- Provide leadership for staff teaching in Years 7–9, including organising meetings and sharing best practice.
- Assist in promoting numeracy across the curriculum, ensuring it is embedded in teaching beyond the Maths Faculty.
- Carry out normal day-to-day duties in the absence of the Head of Faculty and contribute to the wider Faculty management team.

- Support with coordinating cover when required.

Ethos and Environment

- Maintain high-quality displays in classrooms and corridors that celebrate and promote Maths and numeracy.
- Organise enrichment activities for KS4 year groups and numeracy-focused events that raise student engagement.
- Coordinate Faculty-wide initiatives and events (e.g. Open Evening) as directed by the Head of Faculty.
- Celebrate achievement through rewards, certificates, and communications related to KS4 and numeracy provision.
- Adhere to all health and safety procedures.

Deployment of Resources

- Deploy capitation and resources efficiently, as delegated by the Head of Faculty.
- Introduce and implement new resources in line with the School Improvement Plan.

Whole School Contribution

- Contribute to the School Improvement Plan by leading on KS4 and numeracy priorities
- Undertake any other duties as may reasonably be required by the Principal.



PERSON SPECIFICATION

Education & Training	<ul style="list-style-type: none"> • Qualified Teacher Status (with DFE Number), including Numeracy/Literacy/ICT tests for NQTs after 2002. • First/Second Class Degree, preferably in the subject of responsibility. • Willingness to continue to develop own expertise (evidenced through taking responsibility for own continuing professional development) • Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people.
Teaching Ability/ Experience	<ul style="list-style-type: none"> • Evidence of consistently good or outstanding teaching and learning. • Knowledge of current generic developments in teaching and learning. • Evidence of working with other professionals as part of a team. • The ability to use ICT effectively to engage students. • The ability to create effective lesson plans. • An understanding of how to use assessment to inform planning for good teaching and learning. • The ability to differentiate materials to meet the needs of learners. • Successful experience in raising student achievement and adding value. • Experience of personal involvement in the wider curriculum.
Skills, Knowledge & Aptitudes	<ul style="list-style-type: none"> • Excellent subject knowledge. • Ability to promote effective teaching of literacy and numeracy skills. • Ability to develop a broad and imaginative range of teaching skills. • High level communication (both orally and in writing) and presentation skills applicable to a range of audiences. • Ability to think creatively and imaginatively to solve challenges. • Good ICT skills and their application to teaching with subject specialism. • Good classroom practitioner able to motivate students. • Ability to make informed use of assessment. • Ability to build good relationships with students and colleagues. • Ability to work with initiative, as an individual and as a team member. • Well-organised with the ability to maintain accurate records. • Ability to reflect on practice. • Ability to anticipate problems and identify opportunities.
Personal Qualities	<ul style="list-style-type: none"> • Hardworking and committed to inclusive education. • A belief in valuing each individual student and responding to their needs. • A commitment to the highest standards of child protection. • Enthusiasm for the subject and a desire to communicate this to others. • A willingness to learn and develop new skills. • To work proactively within the ethos of the school. • Capacity for working under pressure and meeting deadlines • Self-motivated and self-confident. • The ability to build on the experience, advice and contribution of others. • Resilience and a sense of humour. • Humility and self-reflection



IMPORTANT INFORMATION

JOB TITLE	Teacher of Maths and KS4 Coordinator
SALARY	MPS/UPS + TLR 2B
TERM	Permanent, Full Time
START DATE	April 2026
CLOSING DATE	15 th December 2025
INTERVIEWS DATES	8 th January 2026

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact our HR Manager via admin@birchwoodhigh.org.uk, or phone 01279 655936.

Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2025).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

HOW TO APPLY

Application Form

Applicants must use the staff application form provided on MyNewTerm (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Referees should be your last two employers, and you should provide their official organisation email address for us to contact.

Please contact our HR Manager via admin@birchwoodhigh.org.uk if you have any questions.



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www.birchwoodhighschool.co.uk