

Classics at Broomwood Hall

Broomwood Hall is looking for a passionate and innovative teacher to lead an exciting Classics department. All pupils at Broomwood take Latin as a timetabled subject from Year 6. The allocation is two periods per week in Class 6 and three periods a week in Class 7 & 8. In addition to the language, appropriate amounts of background history, archaeology and mythology are taught; currently Class 5 study Classical Civilisations for one period a week to introduce some of these topics.

The programme of study is tailored to the needs of Broomwood Hall, Common Entrance & Public School Scholarships. The successful candidate will be expected to demonstrate a particular appeal to both pupils and parents for all aspects of Classics as a subject, and to enhance its position in the curriculum. Promoting their departments is an expectation in all Heads of Department at Broomwood Hall. The School is committed to developing Classics in the curriculum, and the new Head of Department will get all the support that he or she may reasonably request in such areas as timetabling, space in the curriculum and resources. However, the department's future success will be shaped by the personal initiative and energy of the successful candidate.

Other Requirements

The Head of Classics may be required to teach another subject, or may wish to do so, but the key focus for this appointment is a candidate who can inspire the pupils through their teaching of Latin.

All teachers are expected to play their part within the duty system.

Person Specification

	Essential	Desirable
Specialist skills and Experience	<ul style="list-style-type: none">• Candidates will be a qualified teacher of Latin• A degree in Classics or related subject• A thorough understanding of Safeguarding and Child Protection issues.• Competence and confidence in the use of IT.• Good organisational/administrative skills.	<ul style="list-style-type: none">• Basics of financial management (departmental budgets).
Personal Qualities	<ul style="list-style-type: none">• A passion for Classics and for teaching;• A commitment to driving up standards;• A sense of fun and a willingness to share ideas and inspire young people;• Ability to work in a fast moving environment;• A good team player;• Dynamic and creative approach to teaching;• High expectation of self and others;• A willingness to participate fully in pastoral care, school duties and extra-curricular activities.	<ul style="list-style-type: none">• A desire to develop further in subject knowledge and teaching skills.

Job Description– Teaching

Job Purpose:

The reputation of Broomwood Hall is that of a well-run school, providing a wide range of subjects to happy, motivated children who achieve their potential. We must inspire interest and train minds to think for themselves and ensure pupils are prepared for their futures.

Each teacher's responsibility is to ensure that every child is happy, hardworking and achieving the objectives set in the appropriate environment (the classroom, the playground, the dining hall etc). The emotional security of each child should also be one of the main concerns of all staff. Teachers should take immediate steps if a child shows any appreciable change in academic progress or emotional wellbeing.

Areas of responsibility and key tasks:

- To adhere to the teaching standards as set out by the DFE
- To adhere to the standards as set out by the KCSiE Statutory Guidelines
- Know and follow the relevant staff policies:
 - The Staff Handbook
 - Assessment and Recording Policy
 - Examination Policy
 - Gifted and Talented Policy
 - ICT & E Safety Policy
 - Marking Policy
 - Teaching and Learning Policy
 - Anti-Bullying Policy
 - First-Aid, Medicines & Medical Conditions Policy
 - Behaviour Policy
 - Health and Safety Policy
 - If relevant the school's EYFS policies

Teaching and Learning

- Demonstrates a secure subject knowledge
- Plan and teach well-structured lessons that include effective use of resources
- Adapt teaching to respond to the strengths and individual needs of all pupils through effective differentiation
- Ensure that skills progression grids and forecasts are being followed and objectives set in relation to these.
- Manage behaviour effectively to ensure a good and safe learning environment
- Ensure all topics are relevant to the children and where possible cross-curricular including adequate usage of ICT
- Guide pupils to reflect on the progress they have made and their emerging needs through self-reflection, peer and teacher feedback

Recording and Assessment

- Know and understand how to assess the relevant subject and curriculum areas
- Evaluate and reflect systematically on your teaching and the students' learning
- Track and monitor all childrens' progress
- Identify any children not making sufficient progress and put in place support within lessons; if appropriate liaise with HoD/ SENCo/ DoS
- Make accurate and productive use of formative and summative assessment
- Use digital testing data to inform planning and compare with teacher judgements/ other forms of assessment
- Record formative assessment in planners or on online grids regularly to inform future planning

- Record summative assessment in iSAMs and other appropriate grids
- Ensure regular feedback is given to children and evidenced, through effective marking and verbal feedback
- Ensure reports and any parent feedback is personalized and relevant to pupil's progress

Pastoral Expectations

- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Be constantly vigilant with regard child protection and health and safety issues and follow school procedures for reporting concerns
- Ensure any pupil issues or concerns are shared with relevant staff
- Make a positive contribution to the wider life and ethos of the school, and carry out specific duties, for example:
 - Complete the duties of a form or class teacher if required
 - Take on the role of a tutor if relevant
 - Do playground and lunch duties
 - Attend and lead school assemblies
 - Attend church and other school performances, sporting activities
 - If relevant be involved in house duties and competitions
 - Cover classes and other duties as necessary
 - Participate in, lead or organise school excursions, workshops or residential trips
- Communicate/ meet with parents who have concerns about their child/ren.

Other professional requirements

- Correspondence related to academic issues should be passed to the DoS and the DH Academic
- Correspondence of a pastoral nature should be forwarded to the pastoral SMT for your site and the DH Pastoral
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Take part in appraisals and annual professional review meetings
- Keep up to date with current thinking, regulations and practice and further develop skills by attending courses, workshops and meetings
- Attend and contribute to meetings: staff, department, year group and others when required

Leading & Managing

Department (HoD)/Year Group (HoY)/ Directors/ Club Co-ordinator

Leading

Create ambitious short, medium and long term goals for your department/year group based on teaching and learning, staff development and assessment

- Provide professional guidance to staff* to secure good teaching for your subject/area of responsibility, through both written guidance and meetings
- Know the strengths and weaknesses of staff within your department /year group and offer support where needed or seek guidance from SMT
- Assist with the performance management process for staff in your department/year group by completing formal and informal lesson observations, work scrutiny and planning checks and moderating where appropriate and feeding this information to the relevant SMT member/s.
- Advise on, contribute to and lead professional development of staff across the school
- Promote cross site links between Northwood Schools and secure an understanding of your department/year group on other sites, and other HoDs/HoYs on your own site

Managing

- Provide regular information to the SMT on the evaluation of pupil progress within your department/year level and highlight groups or individuals who need support or extension
- Use summative and digital data, if relevant, to track trends and individuals' progress in your department/ year group and make appropriate adjustments to cater to your findings – in teaching and learning, planning and assessment
- Ensure Departmental and Year Group Handbook where needed is updated regularly to ensure they are inspection ready
- Ensure all required paper work such as exam grids, assessment tools, forecasts, clubs lists, team sheets etc are completed by the expected due dates and are in keeping with the school's policies on these and any relevant statutory guidelines or syllabuses. This could involve delegation within team to promote collaboration and staff development within your department/year group.
- Seek approval from SMT for any curriculum changes before implementation
- Maintain relevant iSAMS information such as teaching set lists, activity groups and mark books
- Planning for and organising events for your department/year group such as workshops, excursion days, residential trips as appropriate, interschool events, performances, matches and G&T events
- Ensure appropriate measures for health and safety are taken by all staff are taken in your department/year group

Effective deployment of staff and resources

- Advise the SMT of priorities for deployment of staff, and utilise resources with maximum efficiency
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and its policies
- Advise the assistants in techniques and materials and offer adequate training which enable them to provide support and work alongside the teachers in your department/ year group
- Maintain a resource inventory which is renewed annually to ensure that they are up to date and relevant to the topics being studied
- Maintain the departmental budget (using Purchase Control) and set the agenda for its use
- Where appropriate ensure that recruitment of peri, coaches and clubs teachers follows the safer recruitment protocols as outlined in the Broomwood Hall Recruitment Policy found on the school's website.

*please note that the term staff includes: teachers, coaches, teaching assistants, classroom assistants, peripatetic teachers and clubs staff