

ONE YEAR FIXED TERM TEACHER OF CLASSICS

DETAILS OF POST

We are looking for a dynamic, energetic, well qualified and highly committed graduate possessing excellent language and literary skills, capable of teaching Latin, Greek and Classical Civilisation to Advanced and Oxbridge level and to join the Classics Department and to teach and promote these subjects throughout the school.

Classics is well supported and popular at City of London School for Girls. There are three full-time, and one part-time, members of the Department.

We aim to provide all our pupils with a challenging and enjoyable experience and to leave them with positive memories of their Classics lessons. Teaching Classics at City is very rewarding because of its lively, interested students and the wide variety of the work. Members of the Department regularly organise Classics trips to Greece or Italy and applicants should be willing to organise trips and opportunities for enrichment outside the normal school curriculum as appropriate.

Teaching

We balance our teaching as much as possible by alternating beginners' groups each year, and we all share Sixth Form teaching. The Department works closely as a team and co-ordinates its teaching by means of weekly meetings and frequent informal discussions, so that we can readily exchange ideas and materials, and so achieve a consistent approach. We use computers for a great variety of interactive exercises from Years 7 – 13, and use the Cambridge On-line Latin regularly with Year 7 - 9 classes.

All pupils study the Cambridge Latin Course in Years 7, 8 and 9. After this they may choose to continue Latin for GCSE. Greek is offered as an intensive course in Year 10 and the take-up is excellent. We use OCR examination board for all our courses. Numbers are healthy in all areas, with all members of the Department teaching full Classics timetables. Our examination results have been consistently excellent and each year there are Sixth Formers who continue with Classics or Classics-related subjects at university.

Line Management

The fixed-term teacher of Classics reports immediately to the Head of the Classics Department.

Specific Duties of the Fixed-term Teacher of Classics

- To promote the study and enjoyment of Classics throughout the school.
- To incorporate any relevant new knowledge and understanding into the teaching of the subject in school.
- To ensure that appropriate records of homework, classwork, tests and assessments are kept and are available as required, in line with the school's policies.
- To supervise the arrangements for coursework and the preparation and marking of internal examination papers and to make the necessary arrangements with other staff responsible for the administration of all examinations relating to Classics.

- To organise educational visits, as required by the programmes of work and specifications, to support the teaching of Classics at all levels.
- To participate in PHSE teaching.

Person Specification

Essential

- Good academic qualifications – degree or equivalent in Classics (1st/2nd).
- Competency in the use of ICT for administration, report writing and for carrying out the teaching of this subject.
- Commitment to further professional development.
- Willingness to get involved in the extra-curricular life of the school.
- An ability to motivate students to reach their full potential.

Desirable

- Experience of teaching a range of ages from Y7-Y13.
- Understanding of the expectations of a high achieving academic environment.
- Experience as a form teacher.

General Duties

- To take on duties and responsibilities as shall from time to time be allocated by the Head of Department.
- To attend regular departmental meetings.
- To participate in the school's Appraisal Scheme and to take advice from the Head of Department and other Senior Colleagues on Professional Development.
- To co-operate in the preparation and marking of examinations, including assisting with the administration and marking of entry examinations, report writing and other assessment and record keeping procedures.
- To co-operate in the preparation of new courses, the exploitation of cross-curricular links and the organisation of General Studies courses.
- To cover for absent colleagues and to set work for them in an emergency and to deputise for the Head of Department in their absence if necessary.
- To undertake supervisory duties and to attend INSET sessions and meetings on days outside full term as necessary.
- To undertake the duties of Form Tutor, including administrative duties such as registration, as well as disciplinary and pastoral care of a form group.
- To attend Parents' Evenings and staff meetings including those which take place before and after the school day and before the beginning of term, together with attendance at morning Assembly and major school functions.
- To make a contribution to the extra-curricular life of the School.

You should be aware that we may approach any previous employer as a child protection measure.

THE SCHOOL

The City of London School for Girls is an independent, non-denominational girls' school which is administered by the Corporation of the City of London. It is a member of the [Headmasters' & Headmistresses' Conference \(HMC\)](#) and caters for pupils whose ages range from 7 to 18 years. The total number of pupils is about 730, approximately 90 of whom are members of the Preparatory Department. There are in the region of 150 girls in the Sixth Form each year. Entry is by competitive examination at 11+ and by testing and interview at 7+ and Sixth Form level. The school has a strong academic tradition and all girls go on to Higher Education from the

Sixth Form. Approximately 20% of the girls in the Senior School are on means-tested bursaries, provided by Livery Companies, the City of London Corporation, corporate and private donors and the School

Achieving academic excellence is an important part of life at CLSG, but so too is the provision of a wealth of extra-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is a fundamental part. Our School is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active outreach programme, to an international outlook and to educating young women to be the leaders of tomorrow. Applicants for teaching posts at City should therefore be enthusiastic about getting to know students and providing guidance appropriate to their individual needs. Applicants should also be keen to invest time and energy in extra-curricular activities, and to exploit to the full the opportunities arising from being at the heart of the City of London and to contributing to the strong community spirit which is a prominent feature of the school.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Personal development is the goal for every girl.

Facilities and support for staff are excellent. iPads are available to teaching staff, and extensive computer facilities are available for integration into teaching practice. CLSG is currently deploying the use of mobile technologies across the school.

Outreach is a vital part of the school culture. CLSG works in partnership with a number of schools within and outside the City of London. The school is part of the East London Consortium as well as of the family of schools supported by the City of London Corporation, and currently sponsors the City of London Primary Academy Islington

Professional Development at CLSG

CLSG is thoroughly committed to supporting the professional development of staff and to making it an integral part of the School Strategic Development Plan. Staff learning is as important as pupil learning at CLSG.

CLSG has developed a unique model of professional development on Teaching and Learning with the support of Dr Chris Harrison at King's College London, on which the Deputy Head Academic and the Assistant Head Teaching and learning lead. Staff have a total of 6 full INSET days a year and the school finishes early on Mondays to provide further professional development time. All staff are involved in cross departmental learning communities where they engage in professional reflection, experimentation and sharing of good practice. In recent years, the school has used these professional learning communities to embed pedagogical approaches including: AfL, Mindsets Theory and it is currently working on developing a Culture of Thinking using research from Harvard Project Zero.

The school is fully committed to embedding research as part of professional learning and in September 2015 appointed a Researcher in Residence. The Researcher in Residence supports members of staff who are working on small scale action research projects within the school. She has been the CLSG lead in a joint research project with CLS and Birkbeck University on improving working memory. The school also sponsors up to 5 members of staff a year to pursue MA courses in Education.

The school provides staff with training opportunities on leadership and pastoral issues, on which the Senior Deputy leads.

Within the East London Consortium and the family of City schools, there are frequent opportunities for collaborative professional development which the school has always taken a leading role in.

CONDITIONS OF SERVICE

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate and medical clearance. This post is exempt from the Rehabilitation of Offenders Act. The School has a generous salary for this post which reflects the candidate's qualifications and experience.

A Staff Fee Remission Scheme is available to members of the teaching staff for children attending one of the three City independent schools. The rate is currently 50% of full fee for up to seven years and further details can be supplied to applicants invited to interview upon request.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head, Pastoral) or to the Headmistress.

On application please will you provide evidence to validate the contents of your CV which should offer a full employment history and full details of all educational achievements. You may be required to declare yourself to be in good health and you are required to declare criminal convictions. Confirmation of the appointment depends upon a satisfactory outcome to the usual statutory and medical checks. You should be aware that we may approach any previous employer as a child protection measure.

The closing date for applications is Thursday 25th January 2018.

Interview date: Wednesday 31st January (Tbc)