

**Falcons Preparatory School for Boys**

**Job Description**

**Head of Classics/Latin – Part-time 0.6**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The School**

We ensure that every boy at Falcons has a happy and fulfilling experience whilst at school. Above all, we encourage academic endeavour and that each boy strives, gives of his best, and achieves his goals. We place equal importance on his social, moral and cultural growth.  At all times the boys are expected to uphold the ethos of the school in a positive manner and are proud ambassadors; not only on campus but when representing Falcons at outside events, activities and fixtures. We foster a desire to learn by offering a curriculum that has breadth, balance and challenge. At Falcons we maintain high expectations and place a strong emphasis on acknowledging the positive ways in which the boys conduct themselves and interact with others. Trust, honesty, good manners, a hardworking attitude and respect for the environment and above all, each other, are intrinsic in all that we teach. We place great emphasis on the strength of our community and the boys being considerate, courteous and tolerant of the needs of others. In this environment they have the opportunity to grow academically, on the sports field, artistically, on stage, and to take leadership responsibilities in many different areas. Life at Falcons Preparatory School is a unique experience.

**The Role**

This post requires an accomplished classicist and educationalist with leadership skills who is clear-sighted and passionate to convey their subject. S/he must have a good level of technical skills and some experience of using SIMS. It is an important role in Falcons’ strong and committed community and is line managed by the Head with whom s/he works closely and professionally. An excellent knowledge of Classics and Latin and passion for imparting this knowledge to the young, and a high level of organisational abilities, enthusiasm, humour and energy are requirements of the position.

The Head of Classics/Latin must be experienced, computer literate, understand school protocols and policies, and be willing to make a full contribution to school life. S/he must have a good working knowledge of child protection issues and safeguarding and undertake the appropriate training. S/he must at all times be friendly, approachable and supportive.

**Management responsibilities**

* Plan and organise the Classics and Latin programme
* Take overall responsibility for teaching these subjects from Years 5 – 8
* Prepare a detailed file on all matters: including the delivery of the curriculum, and the analysis and assessment of data
* Liaise with colleagues in the younger classes and advise on suitable curricular topics
* Liaise with fellow colleagues in the Alpha Plus Group, attend Forums and through this dialogue ensure a dynamic curriculum is in place and delivered
* Contribute fully to the annual Whole School Development Plan
* At all times, be a committed member of the whole school community

**Teaching responsibilities**

* Prepare the syllabus and detailed schemes of work for Latin and Classics from Years 5 - 8
* Teach a dynamic and focused Classics and Latin programme to Years 5 to 8
* Teach a challenging Latin syllabus to Common Entrance and to scholarship level as required
* At the outset of the year prepare a subject development plan
* Prepare and teach other subjects as per skills and cover lessons if required to do so
* Assess and track pupils’ progress and collate the information on SIMS
* Record and evaluate pupils’ progress and ensure the needs of those of all abilities are addressed
* Set formative and summative assessments through the year and write examination papers as required
* Oversee the ordering and maintenance of Classic/Latin texts and related IT equipment
* Incorporate ICT in lessons in a meaningful manner
* Attend briefings, staff meetings, parents’ evenings and other functions as required
* Answer parental concerns directly and as quickly as possible, making a record of the action taken
* Write twice yearly reports for parents and meet the deadlines in place
* Contribute to regular curriculum meetings
* Attend CPD sessions/courses and lead seminars on occasion as required by the Head
* Undertake administrative tasks related to the position
* Play a full part in the life of the school and undertake pastoral and supervisory duties as required
* Co-operate fully with all members of staff and help promote good working relationships
* Take responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. Adhere to and ensure compliance with the school’s Safeguarding and Child Protection Policy at all times. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the DSL
* Report to a member of the SMT or the Head any concerns that you may have about a child or parent
* Prepare information as required by the SMT on pupils’ achievements; write reports for external bodies other than parents; and prepare an annual report

**General responsibilities**

* Organise outings and relevant events, and accompany an annual residential field trip in June
* Contribute to Monday or Friday assemblies as required
* Undertake any other reasonable duties as may be requested by the Head or SMT
* Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head of Classics/Latin

* Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mrs Franciska Bayliss

 Headmistress

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE BUT IS SUBJECT TO CHANGE IF AND WHEN REQUIRED BY THE HEADMISTRESS

(on behalf of Miss Olivia Buchanan)

* Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_