



# Leader of Latin and Classical Civilisation

## Candidate Information Pack 2020/2021

**Learning Today: Leading tomorrow**

# Our School

## **Learning today: leading tomorrow**

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

**I very much look forward to meeting you.**

Dr Janice Howkins

Headteacher



# Job Description: Leader of Latin and Classical Civilisation

Purpose:	To lead on and teach Latin and Classical Civilisation to pupils across the full age and ability range present in the school in order to ensure the highest possible standards of pupil achievement, personal development and wellbeing.
Responsible to:	Relevant Head of Department and Head of Year
Working conditions:	<p>These will be as specified in the latest <a href="#">School Teachers' Pay and Conditions Document</a> . The post holder will continue to meet and build upon, as appropriate:</p> <ul style="list-style-type: none"><li>• The National Standards for QTS as laid down by the Department for Education, relating to:<ul style="list-style-type: none"><li>a) Professional values and practice</li><li>b) Teaching</li><li>c) Knowledge and understanding</li></ul></li><li>• The Induction Standards</li><li>• The Threshold Standards</li></ul>

## Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values.
2. To maintain and contribute to the development of school policies. Within school and subject policies, to:
  - effectively teach National and School Curricula within the school's Quality of Education Policy;
  - set appropriate homework;
  - mark work, assess, record, track and report pupil progress, using available data;
  - provide a stimulating learning environment;
  - have due regard for maintaining health and safety and security in the areas s/he uses;
  - To be a member of a pastoral team and, if required, a form tutor, carrying out the associated responsibilities.
3. To assist with the effective operation of subject and year teams both individually and with others:
  - developing schemes of work, resources, teaching and learning strategies;
  - contributing to team review, monitoring and evaluation and the development of working practices;
  - participating in working groups, ad hoc projects;
  - taking part in other professional development activities;
  - attending meetings as necessary.

### OTHER SPECIFIC DUTIES

4. To undertake any other duty as specified by the School Teachers' Pay and conditions Document not mentioned in the above.
5. To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

# Person Specification:

Qualifications	Essential	Desirable	How measured
<ul style="list-style-type: none"> <li>Good Honours degree in relevant subject</li> <li>QTS</li> </ul>	✓		Application
Evidence of professional development	✓		Application and interview
<b>Experience</b>			
Experience of Excellent teaching at KS3, KS4 and KS5 across the ability range	✓	Experience of KS5	Application, references and interview
Evidence of being able to personalise learning	✓	Involvement in Departmental development	Application, references and interview
Use of data to monitor and raise achievement	✓	Involvement in extracurricular activity	Application, references and interview
Evidence of consistent use of Assessment for Learning (AFL) techniques	✓	Evidence of Ongoing CPD	Application, references and interview
Secondary teaching experience with up to date knowledge of subject area syllabus requirements and appropriate teaching techniques	✓		Application, references and interview
<b>Skills</b>			
Positive behaviour management skills	✓		Application, references and interview
Excellent communication and interpersonal skills	✓		Application, references and interview
Strong ICT competence and the ability to use ICT to enhance learning	✓		Application, references and interview

Problem solving skills	✓		Application, references and interview
Organisational skills/ability to meet deadlines	✓		Application, references and interview
<b>Qualities</b>			
Commitment to student safeguarding and well being	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
Ability to inspire and enthuse	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexibility	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview
Excellent attendance and punctuality	✓		Application, references and interview