



# Saint Martin's

An Exceptional Independent School for Girls



**Candidate Brief:**  
**Latin/Classics Teacher – Required for September 2017.**

## The School

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Saint Martin's is situated in a stunning twenty acre site in the centre of Solihull and located in the grounds of the historic Malvern Hall. The Hall, once owned by the Greswold family, has a unique link with the landscape painter John Constable who visited early in the 19<sup>th</sup> century. The School, founded in 1941, provides education for girls from Nursery to Sixth Form, 2¾ years to 18. All four sections of the School are able to take advantage of the extensive facilities on site from the swimming pool and all-weather pitch to the new Performing Arts Centre, SMArt, with its theatre and dance studio.

Saint Martin's is a non-denominational Christian school where respect for others is paramount regardless of their faith or background. The enthusiasm of girls to look beyond themselves, to understand the global dimension of the world in which they live and to seek ways of helping others are important elements of our School community.

The School Motto is "The Grace of God is in Courtesy" and the Code of Conduct, written by the girls, is central to the expectations of daily life.

The School aims to provide an all-round education of the highest quality in a safe, happy, supportive and stimulating environment. All staff give generously of their time and energy to enhance the educational experience and to give support to the girls both in and out of the classroom.

It is recognised by parents that due to the size of our School community all their daughters are valued and known as individuals. Communication with parents is a high priority and contact is very much encouraged, in addition to the regular programme of parent evenings and formal reporting. Parents are invited to attend research focus groups and appreciate that Saint Martin's offers a traditional education with a wide range of opportunities. There is a very active Parents' Association.

The academic results of the girls speak for themselves. In 2016 the Upper Sixth students received a record number of top grades and all gained places in their first choice University. Together with an outstanding 100% pass rate the School has featured in the 'The Telegraph's' Top Ten Small Independent Schools List for the last 3 years. At GCSE, girls gain on average 10 GCSEs. The School was placed in 27<sup>th</sup> position in the DfE League tables following the 2016 GCSE results. The School was last inspected in January 2013 by ISI and a copy of the Report is also on the website.

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## The Curriculum

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### Nursery to Year 2

Within the setting of Malvern Hall there is a safe and secure environment where the children are able to benefit from the extensive grounds. It's a happy, friendly and stimulating place to be and with the guidance of experienced teachers our children follow a broad curriculum. Working individually and in small groups they achieve their full potential.

Emphasis is put on oral fluency in the early years, in order to develop a wide vocabulary, encourage clarity of expression and foster an ability to reason. This is achieved initially through a variety of pre-reading and practical number activities which prepare the children for the more formalised schemes of Mathematics, Writing, Reading and Language Development. Science and Technology are also taught as individual subjects and are introduced at a very early stage, as is ICT. The use of computers is introduced in the Nursery and, as they progress, the children use them in all subject areas. An enrichment programme including Music, Dance, PE, Art, Craft and Drama is included in the curriculum for the whole school and, from Nursery; children also receive weekly swimming lessons. Throughout, careful attention is paid to the requirements of the National Curriculum and each child's learning is individually structured and monitored by the form teachers who liaise closely with parents.

Small classes ensure that each girl develops her aptitudes and abilities to the full, and is helped to achieve a high level of attainment, so that she may move on with confidence. Extra-curricular activities play a large part in the formation of a girl's whole personality. Consequently all girls take part in the annual play, and educational and cultural visits are arranged each year for each class. As the girls progress, there are opportunities to join Music groups and Sports teams.



## The Curriculum (continued)

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### Junior School – Year 3 to 6

The main aims are to combine well-structured learning with enjoyment and enthusiasm and to promote self-esteem and confidence.

Careful note is taken of the National Curriculum. The core subjects of English, Mathematics, Science and ICT have high profile in the weekly timetable; they are complemented by History, Geography, Religious Studies, Art and Technology. These subjects are taught by a combination of form and subject teachers. In addition all girls have lessons in Music and Drama, PE, Games, Swimming and Dance, all taken by specialist staff. Classes are small and pupils are in ability groups for the teaching of Mathematics. The Modern Foreign Languages of French, Spanish and German are taught by specialist language teachers from the Senior School.

Classrooms provide a lively and stimulating environment in which to work. Pupils use specialist facilities for Physical Education, Drama, Dance and Music and each girl uses the networked computer systems with confidence across all subject areas.

Extra-curricular activities include Choirs, including Chamber Choir and Orchestra. The Drama Club is extremely popular. There are a variety of other clubs, which encompass academic and sporting interest. Gym Club, Trampoline Club and a variety of swimming clubs are all popular. Team activities such as Tennis and Netball are popular and, for those of an artistic nature, Art and Craft Club is well attended. Further enrichment is provided by an exciting and diverse range of cross curricular trips and residential visits.

## The Curriculum (continued)

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### Senior School

Girls are encouraged to achieve their full potential in a wide range of academic, practical, creative and physical activities. The staff through differentiation aim to stretch the most able, while at the same time supporting those who lack confidence in some areas of the curriculum. Girls are set by ability for Mathematics from Year 7. From Year 9 the Sciences and English are also taught in sets.

### Key Stage 3

All girls follow the same broadly based curriculum in Year 7 of English, Mathematics, Science, MFL, Latin Studies, History, Geography, Religious Education, Art and Design, ICT, Design and Technology, Home Economics, Music, Drama, PE and Dance. In Years 8 and 9, girls have the opportunity to study a second language, Latin or Classics. The three sciences are taught separately.

### Key Stage 4

At the end of Year 9, girls currently begin a programme of studies leading generally to examination in ten GCSE subjects. Girls are encouraged to continue with as varied a curriculum as possible in order to allow both a wide choice of A Level subjects and career opportunities. All girls continue with English, English Literature and a Modern Foreign Language, and also Mathematics, Biology, Chemistry and Physics. In addition three other subjects are chosen from the following: History, Geography, Religious Education, Classical Civilisation, Latin, French, German, Spanish, Art and Design, Music, Drama, Food and Nutrition, ICT.

### Sixth Form

The majority of girls study three subjects at A Level in the Sixth Form. A wide choice of subjects is offered: Business Studies, Economics, Further Mathematics, Photography and Psychology in addition to those studied in Key Stage 4. Additional subjects such as AQA's EPQ are very popular. There is extensive support given for UCAS applications and career choices, and girls have every opportunity to help develop their leadership skills by helping with the younger girls.

Each year the Upper Sixth are always successful at gaining places at top universities such as Bristol, Durham and Nottingham in a wide range of subjects from Medicine to Psychology to Urban Studies.

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## Beyond the Classroom - Extra-curricular and Enrichment Activities



*"An excellent programme of extra-curricular and enrichment activities supplements the taught curriculum most effectively and has a significant impact on the pupils' personal development."* ISI Inspection Report, January 2013

A full programme of extra-curricular activities and trips enriches timetabled lessons. We believe in offering our pupils the opportunities to develop as individuals, the time to find talents and the support to excel. As such our extra-curricular and enrichment programme is rich and extensive.

During lunchtime and after school, girls have the opportunity to join choirs and musical ensembles, take part in drama and dance groups and be part of one of the many sports teams. In addition there are clubs to suit all interests including bridge, gardening, craft, Christmas cake decorating, Spanish and debating. There are annual concerts and drama performances for all year groups. Last year's highlights include the Alice House Nativity, the Year 5 performance of "Grimm's fairy Tales", the Junior School musical recital and the Senior School production of "The Lion, the Witch and the Wardrobe".

In addition to our many extra-curricular clubs we believe that learning takes place outside of the classroom as well as in school. Girls in Alice House learn about the outdoor environment through the "Forest School" programme. In the last year, as part of their learning the girls in Alice House and Junior School have visited the Butterfly Museum in Stratford, the design and manufacturing departments at Jaguar Land Rover and enjoyed a trip to the theatre to see "Gangsta Granny". In the Senior School the Geography department organizes field trips for all year groups, Drama students have the opportunity to see local and national productions and Art and Design Technology students visit major exhibitions in London. These trips are just a snapshot of the variety of trips on offer to girls.

Overnight and residential trips are organised for girls of all ages. These include "sleepovers" in school, outdoor pursuit weekends at PGL, a visit to London for girls in Year 6, the ski trip, the Classics trip to Bath and the annual Sixth Form cultural trip which was to India in October 2016.

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## Classics and Latin

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### KEY STAGE 3

All girls in **Year 7** will follow a Latin Studies course using the Cambridge Latin Course Book 1. Within the provision of two lessons a week, girls develop skills in the translation and comprehension of Latin, allowing them to progress from knowing no Latin at all to being able to confidently translate passages involving a range of vocabulary and grammar. Girls will also gain an introduction to Classical Studies, focusing on life in Pompeii. There is an overnight trip for all Year 7 Latinists in the Autumn term to explore the Classical world further by visiting Bath, Cirencester and Chedworth Roman villa.

In **Year 8 and 9** girls are allocated to a course of either Latin, Classics, or a second Modern Foreign Language depending on the aptitude they have shown in Year 7. Year 8 and 9 Latin continue the Cambridge Latin Course Books 2 and 3, building upon the language foundations they have gained in Year 7 to explore more demanding Latin passages and grammatical constructions. They also further develop the understanding of life in the Classical world.

In year 8 and 9 Classics girls follow a bespoke curriculum based on the reformed Classical Civilisation specifications. A topic-based programme, exploring both Greece and Rome, enables girls to develop analytical and comparative skills, as well as to consider the Ancient world holistically. Topics include Myth and Religion, entertainment, slavery, with a focus on interpreting primary sources. This course is entirely taught in English.

Both Latin and Classics provide the girls with a sound knowledge which they can build upon during their GCSE studies.

Both Classical Civilisation and Latin are offered as options at GCSE.

## **KEY STAGE 4**

### **LATIN**

We follow the reformed OCR specification. The course allows pupils to develop their language skills and read original Latin, exploring how different authors create effects and moods.

### **CLASSICAL CIVILISATION**

This course aims to enable pupils to acquire some understanding, in a historical context, of both the Greek and Roman civilisations through the study of their literature (in translation) their visual and material culture.

We follow the reformed OCR specification. The components are chosen to best suit the teacher and group.

## **KEY STAGE 5**

### **LATIN**

We follow the reformed OCR specification, which allows pupils to further develop their language skills and read longer and more sustained passages in the original Latin.

### **CLASSICAL CIVILISATION**

We do not require pupils to have studied Classics at GCSE in order to take an AS or A level course in this subject however, those who have already studied Classics at GCSE level will find that the knowledge and skills acquired there will be expanded and enhanced in a further study at AS/A level.

We follow the reformed OCR specification. The components are chosen to best suit the teacher and group.

### **CO-CURRICULAR ACTIVITIES**

The department runs a weekly Ancient Greek Club, open to students from Year 7 to 13.

The department regularly takes Key Stage 4 and 5 pupils to lectures held by the Birmingham Midlands Classical Association and runs trips to visit museums and exhibitions, or to see Greek drama being performed. All members of the department are expected to be willing to contribute to these co-curricular and extra-curricular activities.

The Department has also organised study visits to Rome and Pompeii to complement the curriculum.



## **Job Description**

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### **Teacher of Latin/Classics**

#### **1. Principal responsibilities**

Under the direction of the Deputy Head (Academic):

- a) To contribute to the teaching of Latin/Classics, in accordance with the agreed timetable and agreed schemes of work and with due regard to Health and Safety regulations. You will also be expected to carry out subject specific assessments, including report writing in line with school policy;
- b) To assist the Head of Department and other colleagues in the development of appropriate schemes of work;
- c) To keep abreast of new trends and educational developments related to the subject which should be used to inform your teaching;
- d) To promote the work of the Latin/Classics Department through displays of work within the Department and in other appropriate venues throughout the School and to liaise with the Marketing Department to ensure that news is disseminated digitally;
- e) To take on areas of Departmental responsibility as requested by the Head of Department;
- f) To be an appropriate role model.

#### **2. Additional specific responsibilities**

- a) To work closely with the Head of Department to ensure the smooth day to day running of the department;
- b) To keep the Head of Department informed about pupils' progress, departmental concerns, maintenance of facilities and request for equipment;
- c) To liaise with the Head of Department to inform parents and other agencies as appropriate to discuss the subject of a pupil's progress in that subject;
- d) To attend regular departmental meetings.
- e) To attend and participate in appropriate meetings with colleagues and parents relative to the above duties and to promote the subject at Open Events;

#### **3. Appraisal**

- a) To participate in any arrangements that may be made for teacher review.

#### **4. Further training and development**

- a) To review from time to time your methods of teaching and programme of work;
- b) To participate in arrangements for your professional development.

## **5. Child protection, discipline and health and safety**

- a) To promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact;
- b) To maintain good order and discipline among pupils and safeguard their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere;

## **7. General Duties**

- a) To carry out a share of supervisory duties in accordance with published programmes;
- b) To participate in appropriate meetings with colleagues and parents relative to the duties and responsibilities listed above;
- c) To attend Open Days, Progress Evenings, Staff Meetings etc;
- d) To support and be involved in the House system;
- e) To undertake other duties which, from time to time may reasonably be required by the Head.

### **NOTE:**

The job description and allocation of particular responsibilities may be amended by agreement from time to time.

NE

February 2017

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.
Education and Qualifications	<ul style="list-style-type: none"> <li>To have a good honours degree in Latin/Classics or a related subject</li> <li>To have a teaching qualification (PGCE or equivalent)</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Experience of teaching Latin/Classics</li> <li>Applications from NQT's are welcome and full Training and Induction will be provided.</li> </ul>	
Knowledge and Understanding	<ul style="list-style-type: none"> <li>Knowledge of the Latin/Classics curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>Undertaken Safeguarding training.</li> </ul>
Skills and Abilities	<p>To be:</p> <ul style="list-style-type: none"> <li>Able to teach Classics to A Level</li> <li>Able to teach Latin to GCSE</li> <li>An outstanding teacher</li> <li>Firm but fair</li> <li>Able to inspire and motivate others</li> <li>An excellent communicator, orally and in writing with girls, parents and colleagues</li> <li>Able to use ICT appropriately to support learning</li> <li>Discreet and adhere to confidentiality</li> </ul> <p>To have:</p> <ul style="list-style-type: none"> <li>Good time management skills</li> <li>Excellent interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Proficient in a variety of software and interactive software packages, such as Microsoft Word, Powerpoint and Excel to support teaching and learning</li> <li>Willingness to teach English in KS3</li> <li>Ability to teach Latin in KS5</li> <li>Ability to teach Greek as an extra-curricular activity.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Motivation to work with young people</li> <li>Emotional resilience</li> <li>Positive and flexible attitude</li> <li>Ability to contribute to the extra-curricular activities of the department</li> <li>Sense of humour</li> <li>Enthusiasm and energy</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to be involved with school events and to engage with the wider school community</li> </ul>
Safeguarding Children, young People and vulnerable adults	<ul style="list-style-type: none"> <li>Commitment to safeguarding and promoting the welfare of pupils</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with young people</li> </ul>	

## Remuneration & How to Apply

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### The Application Form

All candidates are requested to fill in the application form as otherwise their application cannot be considered. Please submit your application with a covering letter, no longer than 2 A4 sides. Applications should be received by 12 noon – Tuesday 21 March 2017.

### References and the Interview Procedure

References will be sought for shortlisted candidates before the interview and it may be the case that previous employers are approached for information to verify particular experience or qualifications. Any anomalies in the information provided or issues arising from references will be taken up at interview.

Successful candidates will have an informal tour of the school, meet with staff and teach a lesson as part of the interview procedure.

It is expected that interviews will be held Thursday 30 March 2017.

### Safer Staff Recruitment

Saint Martin's is a school committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to provide a disclosure from the DBS at an enhanced level. The interview for the post will include questions about the safeguarding of children and young people and the applicant's suitability to work with children.

### Interview expenses

Claims for reimbursement of candidates' reasonable travelling expenses within the UK will be paid.

Miss N Edgar  
Head of Saint Martin's

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