



Tower House School

JOB DESCRIPTION: Head of Classics (Maternity Cover, part time 0.6)

REPORTING TO: The Head

Job purpose:

- To provide strong and inspirational leadership to the Classics Department.
- To provide first class teaching and learning opportunities for pupils.
- To plan, implement and monitor schemes of work, to provide a broad range of opportunities for pupil.
- To celebrate pupils' work through effective displays throughout the department and around the school and regularly update displays/exhibitions.
- To co-ordinate the resources of the Classics Department (within pre agreed budget)
- To maintain high levels of communication with parents.

Key Responsibilities:

- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge.
- To set tasks for whole class, individual and group work, (including homework) which set appropriate and challenging expectations for pupils' learning, motivation and presentation of work.
- To assess the performance of pupils and record their development, progress and attainment, using this to plan for future learning.
- To critically evaluate own teaching for ongoing effectiveness and improvement; keeping up-to-date with subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To set high expectations for pupil behaviour; establishing and maintaining a good standard of discipline through well-focused teaching and positive, productive relationships.
- To comply with, and adhere to, agreed whole school policies and the ethos of the school.
- To establish a safe environment that supports learning and where pupils feel secure and confident.
- To promote and safeguard the welfare of children and young people.
- To be responsible for the pastoral care of the pupils in your care.

- To attend staff briefings and staff meetings.
- To attend parent consultation evenings.
- To attend and support whole-school functions.
- To be ready and enthusiastically available to parents, displaying approachability and professionalism at all times.
- To be involved in day and residential trips.
- To cover for absent colleagues.
- To carry out other duties that may reasonably be required by the Head.

Person Specification:

The successful applicant needs (or is preferred where indicated) to have the following skills and qualities:

- Education to first degree (or equivalent certification) in relevant subjects.
- Qualified teacher status (preferred).
- Excellent classroom practice with understanding of high quality teaching and learning preferably with experience of The Common Entrance 13+ Latin syllabus (Greek 13+ CE also preferred).
- A commitment to the subject.
- Experience of implementing differentiated teaching strategies plus experience of monitoring and evaluation procedures relating to the work of pupils.
- Clear understanding and use of ICT in day-to-day teaching.
- Effective organisation and administration skills with management of commitments / deadlines.
- Work collaboratively and supportively with colleagues within school and with colleagues in other organisations.
- Respect and value the different experiences, ideas, and backgrounds others can bring to work and to teams.
- Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, young people.
- Lively and creative personality, with a sense of humour and “can-do” attitude.
- Demonstrate emotional resilience in working with challenging behaviours of children and adults.
- Commitment to on-going personal and professional development.
- A generosity of spirit and a willingness to contribute to the extra-curricular life of the school.

Other Duties and Responsibilities

- To share any specific areas of expertise which would be beneficial towards the running or development of the school.
- To be an active member of the staff room.

- To participate in the general day to day activities of the school as a whole and undertake a share of staff duties. All staff are expected to attend assemblies, whole school staff meetings, parents' evenings, Open Days and INSET days as required by the Head.

Other:

- Lunch is provided and Supper if evening duties are required.
- Contributory pension scheme.

Tower House School is committed to safer recruiting and to safeguarding and promoting the welfare of children. All candidates must be willing to undergo child protection screening appropriate to the post including checks with past employers and with the Disclosure and Barring Service.

Tower House School is an equal opportunities employer.