



## Head of Latin

### Job Description and Department Information

The Head of Latin is currently a part time position (0.78 of a full timetable).

The department currently comprises only one member of staff. There may, however, be scope for more if the department develops and expands.

Latin is currently offered to pupils from the First Form and taught to GCSE. There is potential for the new Head of Department to explore how the department might grow in the future.

There is an expectation that the appointed candidate will show a willingness to contribute to the co-curricular life of the department and the wider school.

**This role reports to** the Director of Teaching and Learning.

A Head of Department at Prior's Field has the following professional duties (unless not applicable):

#### Leadership and Management

- To provide leadership which ensures the provision of the highest quality of learning opportunities for the pupils and professional fulfilment for department staff.
- To prepare a detailed analysis of each year's public examination and value-added results.
- To monitor the work of staff working within the department in order to ensure that high standards are maintained in the performance of professional duties and to give them all necessary help, support and advice.
- To assist in the development of school policies when requested and to implement them within the department, developing appropriate departmental policies as and when necessary in order to define the working practices of the department.
- To ensure the implementation of departmental policies for schemes of work, teaching strategies, homework, marking, assessment, recording and reporting.
- Annually to review the work of the department and, taking account of the School Development Plan, to produce a Departmental Development Plan which identifies targets for the department and indicates strategies for achieving them.
- To organise the teaching allocated to the department, ensuring that staff are deployed efficiently and that their work is coordinated to promote continuity and progression in learning experiences for the pupils.
- To ensure effective communication within the department and to hold regular minuted departmental meetings.
- To delegate clearly defined areas of responsibility to other members of the department.

<ul style="list-style-type: none"> <li>To participate in Heads of Department meetings and to liaise with other Heads of Department, the Librarian and senior members of staff to develop interdisciplinary approaches which enrich pupils' learning.</li> </ul>
<p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>To ensure that the relevant area of the curriculum is delivered effectively, efficiently and appropriately so that each girl is enabled to develop to her full potential at every stage.</li> <li>To ensure the continuing development of schemes of work, taking account of the requirements of the National Curriculum, where these apply.</li> <li>To ensure that the department's schemes of work incorporate appropriate elements: ICT, differentiation, EA and LDD.</li> <li>To keep abreast of new educational developments and evaluate new course materials and syllabi for possible introduction into schemes of work.</li> <li>To set school examinations and Entrance Examinations where appropriate, and arrange for them to be marked by members of the department.</li> </ul>
<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>To assist in the assessment and selection of prospective pupils as appropriate.</li> <li>To ensure that pupils are allocated to appropriate teaching sets as necessary.</li> <li>When appropriate and in consultation with the Careers Department, to advise pupils about suitable option choices, examination entries and future career paths.</li> <li>To ensure that pupils are appropriately prepared for external and school examinations.</li> <li>To advise members of the department about appropriate action if the work or behaviour in lessons of any pupil is giving cause for concern, to ensure effective liaison with the relevant Head of Year and Form Tutor and to consult with parents as necessary.</li> </ul>
<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>To carry out staff reviews for all members of the department.</li> <li>To ensure that staff are appropriately trained and confident users of ICT in the classroom.</li> <li>To promote the welfare and well-being of all departmental staff.</li> <li>To assist the Head in appointing members of staff.</li> <li>To be responsible for ensuring the effective induction of new staff, including beginner teachers, in relation to their departmental duties and to provide reports as required.</li> <li>To assist in the further professional development of departmental staff by working with them to identify their training needs and encouraging and enabling their participation in appropriate training activities, courses and conferences.</li> </ul>
<p><b>Administration</b></p>

- To be responsible for departmental resources, teaching areas and displays of work ensuring a well-ordered, safe and effective working environment for both staff and girls and liaising with the Bursar on health and safety issues.
- To prepare annual budget proposals and to administer the allocated departmental budget, liaising with the Bursar in the purchase of equipment, consumables and books.
- To carry out regular stock checks and ensure that all departmental records are up to date and complete.
- When required, to co-ordinate predictions and approve the entry of pupils to external examinations, liaising with senior staff and the examinations officers to ensure that entry procedures and entry requirements are known and met.
- To provide information for and liaise as necessary with your line manager.
- To ensure that work is set to cover the absence of departmental staff.
- To liaise with the relevant senior members of staff to ensure that all visits and events arranged by the department are organised according to recognised School procedures.
- To ensure that the department is fully represented at Parents' Evenings and, as required, at other official school events.
- To promote the work of the department both within and outside the School community by contributing as required to information booklets and prospectuses and by other appropriate means.
- To accompany staff and pupils on day and residential trips and to ensure that department members contribute to the school's co-curricular programme.
- To ensure that the department engage fully in any school cross-curricular activities and initiatives; to run at least one subject specific club/activity.

Additional responsibilities of all teaching staff include:

- Supporting the ethos of a boarding school and working in accordance with the school's aims and policies.
- Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school.
- Sharing responsibility for excellent pastoral care to which the school gives a high priority.
- Maintaining high standards of time keeping, attending assemblies, playing an active role in the life of the school, including the co-curricular activities programme, supporting school functions and attending year group social events, where appropriate.
- Carrying out supervisory and general duties as reasonably required, upholding good standards of behaviour and punctuality among pupils.
- Participating in meetings as required.

- Preparing and teaching lessons in accordance with agreed departmental and school schemes of work and teaching strategies; making sure that lessons are well organised and at an appropriate level; preparing planning schedules and resources to enthuse students in their learning.
- Knowing and adhering to all school and departmental policies.
- Setting and marking work regularly, including homework, according to school policy and in a style agreed within the department; encouraging consolidation and providing opportunities for independent study through digital learning.
- Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with departmental and school policies.
- Undertaking duties as a Form Teacher (if appropriate).
- Participating in arrangements for preparing and assessing pupils' work for public examinations.
- Contributing to the formulation and revision of departmental schemes of work, teaching resources, assessment materials and developing new courses.
- Contributing to the Department Development Plan and Budget by assisting in identifying key priorities for development.
- Keeping up to date with current and future developments within the subject, and attending courses and other relevant meetings as directed by the Heads of Department.
- On taking up a new appointment, participating in the school's programme of induction and review of new staff.
- Contributing to the development of ICT within the department.
- Contributing to the development of co-curricular activities.
- Participating in the school's annual appraisal programme.
- Participating in arrangements for staff development and INSET.
- Participating in administrative and organisational tasks related to all the above, including management and supervision of all ancillary staff when appropriate.
- Attending all required school functions, as directed by the Head: staff meetings, Parents' Evenings, homework duty, Open Days, Options Information Evenings etc. and preparing exhibits, demonstrations as required.
- Undertaking any other duties deemed appropriate by the Head within the context of the school ethos and the teaching programme.

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We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. This post will be subject to an enhanced DBS check.

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