

Department Information

The Classics Department

There are currently five members of staff in the Department, two on SMT and 3 full time members of staff.

All pupils are taught Latin in Years 7 and 8, using the Cambridge Latin Course. At the end of Year 8 they may choose to continue Latin, using the Latin to GCSE course, or to study a Classical Civilisation course in Year 9; just over half the year choose to continue with Latin.

GCSE is offered in Greek and Latin, and the take-up is good. Between one quarter and a third of the year take Latin GCSE. There is always one group (up to 10 pupils) who take GCSE Greek from scratch.

In the Sixth Form, Greek and Latin are offered to A Level. In most years one, two or three pupils go on to read Classics at Oxford or Cambridge, and several read Classics-related courses at other universities. In the current Upper 6 one student has been offered a place at Oxford for Classics.

Results are strong with 71% of pupils gaining 9 in GCSE Latin in 2019 (91% gained 8/9), 100% achieved 8/9 in 2018. In GCSE Greek, 100% were awarded grade 9 in Greek. Approximately 50% gained A* in A Level Latin and/or Greek. OCR is used for all external examinations.

The Department currently offers residential trips to the Bay of Naples for Years 8 and 9 and to Rome and Greece for Years 10-13. In addition, day trips are held for every year group, as well as voluntary theatre trips and lectures. Every year the Department organises lectures from visiting speakers, attended by local schools.

Head of Department Job Description

- To lead the department with vision and enthusiasm, establishing its strategic direction in line with school plans.
- To have control of the organisation and promotion of the department.
- To be involved in the selection and professional development of members of the department.
- To inspire, advise and support all members of the department, especially those who are new to the school.
- To line manage department teaching staff and be involved in staff performance management.
- To contribute to school policy and development as appropriate.
- To hold regular department meetings.
- To present budget plans and to control the budget.
- To be responsible for monitoring the performance and functioning of the department.
- To present annual schedules of timetable requirements in consultation with the department.
- To develop the use of ICT within the department as appropriate.
- To provide cover within the department, wherever possible.
- To review textbooks, equipment, apparatus and accommodation.
- To maintain displays on the subject boards.
- To organise and update schemes of work, methodology, departmental development plans and the Departmental Handbook.
- To attend HODs meetings and curriculum meetings as required.
- To organise the setting and marking of school examinations and to ensure that marks are distributed to the Head Mistress and to tutors.
- To organise and oversee curricular and extra-curricular trips.
- To provide a range of experiences for student teachers and to provide support and monitor performance.
- To evaluate student performance in public examinations and develop strategies to promote achievement.

- To oversee the development of the programme of visits and lectures.
- To report to the Governors on departmental developments, when required.
- To keep abreast of new developments in the subject by reading and attending courses and group meetings.
- To choose appropriate library books and other resources.
- To oversee appropriate extra-curricular and/or community links events in collaboration with the Senior Assistant Head.

Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service(DBS).

Head of Classics Person Specification

	Essential	Desirable	Assessment via application form/ interview/lesson observation/written task
A strong academic background and a good honours degree in Classics	✓		Application form
A teaching qualification e.g. PGCE		✓	Application form
The ability to teach Latin at GCSE and A level	✓		Application form Lesson observation
The ability to teach Greek at GCSE and A Level		✓	Application form
Very good teaching, communication and interpersonal skills	✓		Lesson observation
A willingness to participate in extra-curricular activities and trips	✓		Interview
Excellent written and spoken English	✓		Written task Interview
Good IT skills	✓		Application form
Efficiency and reliability	✓		Interview
Active support of the ethos and aims of the school	✓		Interview
Committed to the safeguarding and well-being of children and young people	✓		Interview

An application pack is available from the school's website www.lehs.org.uk

Applications must be made on the school's own form
and should be sent to personnel@lehs.org.uk

CVs will not be considered and should not be submitted.

**The closing date is noon on Monday 27th January 2020,
but we reserve the right to contact and interview
suitable candidates who apply in advance of the closing date.**

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personnel@lehs.org.uk

Registered charity no. 1130254

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