



Temporary Teacher of Classics

Information for Applicants

September 2017



Boarding and day preparatory school for 240 boys aged 8 – 13 years.

TEACHER OF CLASSICS

Temporary appointment required for one term from September 2017

Summer Fields is one of the premier boys' prep schools in the country, situated in 70 acres of superb grounds in North Oxford. The school enjoys an outstanding academic reputation and is extremely well resourced.

The school's founder, Mrs Maclaren, was herself a classicist and the standard of Classics teaching remains extremely high, with exam results to match. All boys study Latin and more than half offer Common Entrance or Scholarship level Greek. Applications are invited from suitably qualified candidates.

Further details about the school and an application form can be found on our website www.summerfields.com or from the HR Manager on 01865 459238.

Application Procedure

Please apply by submitting a fully completed application form and a CV together with a letter of application addressed to Mr David Faber, Headmaster.

Applications should either be:

- posted to The Headmaster, Summer Fields, Mayfield Road, Oxford, OX2 7EN, or
- emailed to hrmanager@summerfields.com

Summer Fields is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.



Message from the Headmaster, David Faber MA

Thank you for your interest in Summer Fields and, in particular, in the role of Temporary Teacher of Classics. I am delighted that you are considering our school and I hope that you will wish to apply for this position once you have found out more about us.

Summer Fields was founded in 1864 by Archibald and Gertrude Maclaren at their home in North Oxford. Mrs Maclaren was a gifted classical scholar and Mr Maclaren was a fencing master with a passionate belief in the importance of physical fitness. It is from these roots that our school motto was born: *Mens sana in corpore sano*, A healthy mind in a healthy body. The Maclarens established the importance of a breadth of education inside and outside the classroom, values which remain central to the education we offer today.

Summer Fields is a full-boarding and day school for boys aged 8 to 13; there are currently around 240 boys on the roll and the school is generally over-subscribed. We offer excellent teaching, traditional values and exceptional pastoral care. We continue to build on a strong academic legacy with an individual focus on strengthening each boy's confidence and abilities.

Summer Fields is a special place and pastoral care is very strong. The school is a vibrant, extended family of staff and boys, living side-by-side in a close, busy, caring and friendly boarding community. We aim to ensure that each boy is happy, academically challenged and taking full advantage of life at Summer Fields, with its many possibilities and opportunities.

Summer Fields celebrated its 150th birthday throughout 2014 and, as well as hosting many events to celebrate this anniversary, a major redevelopment of parts of the school is now under way. In particular, a spectacular new £3m building providing new sport changing and other facilities, was opened in January 2016. The school is thriving on all levels and we are entering an exciting new phase in our history. I do hope that you will consider applying for this job – I recognise that a great deal of thought and time goes into preparing such an application and I assure you that I will, in turn, give your application serious consideration.

Academic Record

Academic standards and outcomes are high. The principal entry point to the school is in Year 4, although a few boys join in Years 5 and 6 depending on places being available; admission is by selection. The aspirations of boys and parents are high and the school prides itself on the outstanding exam results achieved by our leavers. The school's greatest academic strength is excellent teaching at all levels and we are proud of the academic achievements of boys of all abilities. Each year boys pass Common Entrance and regularly win scholarships to the top Public Schools in the country.

Boarding

The boarding structure is horizontal, according to age, in seven Lodges (Houses), where the boys are looked after by a husband-and-wife team. Every boy has a personal Tutor, responsible for overseeing all aspects of his life at school and with whom he meets regularly, one-to-one. In addition, a boy can seek help from Lodgeparents, Form Masters and Mistresses, Sister, and, of course, the Headmaster.

The school is set within 70 acres of grounds and is extremely well resourced with many outstanding and modern facilities, which are continually added to. In addition to the academic curriculum, sport plays an important part in the life of the school, as does music, art, design and technology and drama; recent results in music scholarship exams, in particular, have been outstanding. All these activities, and many others, are extremely well provided for. The Chapel is at the heart of the school, both literally and figuratively.

Teaching at Summer Fields

The school recognises that its teachers are its most valuable asset and seeks to recruit and retain well-qualified and enthusiastic academic staff, who can communicate their knowledge and passion for a subject to the boys. Our teachers' primary aim is to develop the boys' intellectual curiosity, interest and enjoyment in an atmosphere of respect and discipline. The supportive boarding community is particularly conducive to developing these qualities.

All members of staff are expected to show a willingness to play an important part in the life of a busy boarding school and to assist with, and contribute to, games, the boarding routine and other duties and activities within the wider school community.

The school has its own salary scheme and the salary offered will depend on ability and experience. Members of staff who have children attending the school will be eligible to receive a significant discount on the fees. Other benefits include a contributory private healthcare scheme, access to a childcare voucher scheme and the entitlement to membership of the Teachers' Pension scheme.

The Classics Department

Classics lies at the very heart of Summer Fields. Greek was the specialist subject of Gertrude Maclaren, the school's founder. The subject occupied an overwhelming proportion of the timetable in the years before the National Curriculum and Summer Fields was the starting point in the career of one of the great classicists of the twentieth century, Professor Sir Roger Mynors. In recent years Summerfieldians have won some of the most prestigious scholarships for Classics: the Benn Award at Charterhouse, the Annah Shaw Scholarship at Eton and the Deno Leventis Scholarship at Harrow.

To give boys a context for their studies we go on regular trips to museums and sites of classical interest and hold an annual Latin Reading Competition. All boys start their study of Latin in Year 5 and thus have the benefit of time to gain a true understanding of the complexities and nuances of this inflected language over four years. All boys take a final examination in Latin, the majority at scholarship or the hardest Common Entrance Level 3. Roughly half the boys take up Ancient Greek in Year 7 and pursue this for two years, again to scholarship or Common Entrance Level 2 (also the highest available). We strongly believe that all Summerfieldians can derive pleasure and essential skills from their Classical studies, which require from the student levels of discipline and analysis that are unique in the school curriculum; such a rigorous, logical process is a good foil for more creative subjects. Every boy sits examinations at the highest level of which he is capable and the department has an excellent record of results at both Common Entrance and Scholarship.

Application Procedure

Please apply by submitting a fully completed application form and a CV together with a letter of application addressed to Mr David Faber, Headmaster.

To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. Details of any gaps between jobs or between finishing education and employment must be provided.

Applications should either be:

- posted to Summer Fields, Mayfield Road, Oxford, OX2 7EN or
- emailed to recruitment@summerfields.com



JOB DESCRIPTION

Job Title: Teacher

Reporting to: Head of Department, Director of Studies, Headmaster

Purpose of the Job

The Classroom Teacher is at the centre of academic life at Summer Fields. He or she is responsible for all teaching and learning within the classroom.

Main duties

It is the Teacher's duty to:

- Teach all boys to the highest standard.
- Set and mark appropriate and sufficient classwork and prep.
- Maintain the classroom fabric and displays.
- Take responsibility for the upkeep of books and other resources.
- Follow all the School and departmental policies on assessment, recording and marking.
- Read notices displayed in the staff room, especially the "24-hour board".
- Follow the Report Procedure and make sure that reports are written to a high standard.
- Attend all staff meetings, unless other duties prevent this.
- Attend the Headmaster's briefings as appropriate.
- Attend all Parents' Meetings and organise any additional meetings with parents as appropriate.
- Communicate and meet with parents as appropriate and respond positively, professionally and promptly to e-mails, letters and messages from parents.
- Reward boys for good work or other activities as appropriate.
- Contribute to the activities, clubs and societies at Summer Fields.
- Participate in regular departmental meetings as required.
- Prepare for a Staff Review with the Headmaster as explained in the Review Policy.
- Discuss within the department the preparation and development of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.
- Through good teaching ensure that the boys are well prepared for external and internal exams.
- Look after the welfare of all children in your care.
- Maintain good order and discipline among the children and safeguard their health and safety in accordance with the school policy.
- Be aware of all the points in the Health and Safety Policy.
- Participate in school arrangements for further training and development as a teacher.
- Attend outside courses to refresh and enhance classroom skills.
- Regularly review methods of teaching and programmes of work.

- Undertake supervisory duties as required by the Headmaster and organised by the Deputy Headmaster, as they may reasonably direct.
- Undertake at least one evening duty in a boarding Lodge each week.
- Participate in all relevant meetings in the school.
- Support school functions and activities whenever possible.
- When necessary, supervise boys and cover for absent colleagues as directed.
- Attend School before the start of term and after the end of term (up to three days before or after) to make necessary preparations as required by the Head of Department and the Headmaster.

All Teachers are also expected to:

- Attend school lunch and help promote good manners and civilised behaviour in the dining room.
- Support and promote the ethos of the school.
- Enforce all school rules (which may be summarised as “Do as you would be done by”).
- Attend weekday Chapel or Assembly and also the Sunday Service.
- Be responsible for the promoting and safeguarding the welfare of pupils.
- Comply with all health and safety procedures as required by the School.
- Carry out any other task or duty as reasonably required by the School.

Safeguarding

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the School’s Safeguarding Policy.

APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields is committed to safeguarding and promoting the welfare of every child at the school and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Application

- Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms in the absence of a good reason. However, they may be sent in addition to the application form.
- You are required to provide your complete employment history from leaving education to the present, ensuring that there are no gaps. Any gaps in your employment record will be verified during interview and employment dates will be verified with your referees.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore any unprotected spent convictions, cautions, reprimands and final warnings, must be declared.
- All successful applicants will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Applicants with periods of overseas residence and those with little or no previous UK residence will also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction.
- The school will carry out a Barred List check to ensure that applicants are not unsuitable for working with children. The school is also required to check that anyone appointed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Please indicate on the Application Form if you would prefer us not to contact your current employer until later in the recruitment process. We do not accept open references, references from relatives or from someone known to you solely as a friend.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- The provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the Department for Education.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following criteria:

- receipt of at least two satisfactory references (if these have not already been received), which have been personally verified;
- verification of original identity documents and right to work in the UK;
- verification of documents confirming any educational and professional qualifications that are necessary or relevant to the post (e.g. the original or certified copy of certificates, diplomas, etc.) Where originals or certified copies are not available, written confirmation of the relevant qualifications must be obtained from the awarding body;
- a satisfactory DBS Enhanced Disclosure, a check of the Barred List and whether anyone appointed to a teaching post is not subject to a Prohibition Order or EEA sanctions or restrictions;
- where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may be required to undertake in accordance with statutory guidance;
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach.

WARNING

Where a candidate is:

- found to be on DfE's Barred List or Prohibition Order, or the DBS disclosure shows s/he has been disqualified from working with children by a court, or,
- found to have provided false information in, or in support of, his/her application, or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the police and/or the local Safeguarding Children Board.