

Applicant Information



St
Augustine's
Priory

Teacher of
Classics



Classics Teacher

St Augustine's Priory

Letter from Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of Classics Teacher at St Augustine's Priory. We are delighted to introduce you to our inspiring school at a very exciting stage of its development. Since my appointment and over the past two years, our priority has been delivering excellence in all aspects of a school that is unique both in its heritage and in its current living out of its traditions. We have done this by nurturing and empowering our staff, by fostering a culture of ideas, energy and possibilities and by a keen focus on developing each girl to the best of her ability.

St Augustine's Priory is a Catholic, independent day school for girls aged 3- 18 . We are an all- through school. It is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly with us up through to the Sixth Form years. The care of the whole person is central to all we do.

The school's 13 acres of beautiful grounds offer stunning views. Girls have the physical, mental and emotional space to grow intellectually in an environment which both supports and challenges. Our results are excellent; we pride ourselves on instilling in girls a love of learning. We are committed to preparing girls for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

We have been in Ealing for nearly one hundred years, and we represent an exceptional continuity of expertise in educating women of the future. Our founders were visionary women who strove valiantly to offer girls the best possible education; we continue in this tradition and are unique in the generations of staff and of families who continue to work and study here. We offer a broad and varied curriculum with rich opportunities for personal development.

Girls are assessed on initial entry and move automatically through to the Senior School. External candidates who join us at 9+, 10+, 11+, 13+ and 16+ sit entrance examinations. Scholarships and Exhibitions are available.

This brochure aims to give you a clear picture of life at our School, offer some information about how the teaching of Classics is organized, planned and delivered, as well as give clear and transparent guidance and information about the post, the criteria for selection and the process of selection itself. We encourage your application to join this welcoming community, where we enable girls to achieve academic excellence.

Mrs S. Raffray MA
Headteacher

Mission Statement

We are an all-through, inclusive Catholic girls' school committed to preparing girls for life-long effectiveness and success. As part of their journey girls will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

Letter from the Head of Classics

Dear Applicant,

We look forward to receiving your application.

There is a separate application form, and applicants should pay particular attention to its accurate completion. I also enclose some information about the school.

Should you have any further queries please do not hesitate to contact the School. You are also welcome to arrange a preliminary visit to the School at a mutually convenient time.

I trust this brochure will be informative and helpful in making the decision to apply for this post, and we look forward to receiving your application.

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2. The Job Description for Teacher of Classics
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Dr G Carleton M.A Ph.D
Head of Classics

St Augustine's Priory Classics Department

The Classics department offers a full curriculum of Latin, Classical Civilisation and Greek across all age groups in the Senior School.

Staffing

- Head of Classics
- Teacher of Classics

Curriculum

In the Classics department we encourage our students to use the ancient world, in all its variety, as a springboard for exploring and understanding our own similarly complex and diverse world.

Depending on the talents and interests of the student, each girl has the opportunity to study Latin, Greek, and Classical Civilisation. Pupils will develop the analytical skills required to learn these complex languages, and will then be able to access the literature, culture and politics of two civilisations which have profoundly shaped our own.

For those who prefer to study the classical world in all its variety, pupils can follow classical civilisation courses. These incorporate a wide variety of topics for example, the study of sculpture, vase painting, history and culture of 5th century Athens, the archaeology of Pompeii, Greek drama and the epics of Homer and Virgil in translation.

Key Stage 3

Latin

Latin commences in Key Stage 3 using the Cambridge Latin Course. A basic understanding of the function of nouns (cases and declensions) and the nature of verbs (tense and person) is introduced, while building fluency in reading through the medium of stories based around the life of Caecilius and his family living in Pompeii before the eruption of Vesuvius. Excellent background material in English helps students put their knowledge of Latin as a language into the wider context of an understanding of Roman culture and civilization.

Greek

Greek is introduced in Key Stage 3 using John Taylor's book: Greek to GCSE part 1. After mastering the alphabet, and building up a core vocabulary, grammar and syntax are acquired in incremental stages alongside passages for translation and comprehension. Background material in English puts students' linguistic skills into a wider context of the literary and historical understanding of the Ancient Greek world.

Classical Civilisation

Classical Civilisation is introduced in Year 9 as an alternative to Latin as a topic-based course for the non-linguistic. It largely explores the Ancient Greek world through key areas such as Drama, the Gods, myths, Democracy, the role of women and slaves, education, art and architecture and explores the influence that these have had on our own civilization.

Key Stage 4

We offer GCSE options in Latin, Greek and Classical Civilisation.

- OCR GCSE Latin
- OCR GCSE Greek
- OCR GCSE Classical Civilisation

Key Stage 5

We offer A Level Courses in Latin, Classical Civilisation and occasionally Greek

- OCR A Level Latin
- OCR A Level Greek
- OCR A Level Classical Civilisation

The A Level in Classical Civilization continues to be modular and we try to accommodate what best suits pupils, interests and needs. Possible units include Greek theatre, Greek Art, and Athens and the invention of Democracy. Latin and Greek A Levels consist of translation, comprehension and literature.

Other

In prior years, the department has offered occasional enrichment classes in Classics to pupils in our Junior school (Key Stage 2, Years 5 and 6).

Job Description: Teacher of Classics

Salary:

The post-holder will be paid on the appropriate point of the St Augustine's Grading Scale. We have our own pay scale which is above the maintained sector.

Line of Responsibility:

The Teacher of Classics is directly responsible to the Head of Classics for curriculum matters and the Senior Form Teachers for Year Group issues.

Job Content:

Strategic Purpose

- The basic duties of a teacher and a Form Tutor are outlined in the staff handbook and include other duties such as the form teacher role.
- All members of staff are expected to contribute to the rich extra-curricular life of the school which includes running a weekly extra-curricular activity.

Operational Responsibilities

Teaching

- Teach Latin and Classical Civilisation as required from KS3 through to A Level
- Plan work in accordance with departmental Schemes of Work
- Take account of students' prior levels of attainment and use them to inform planning
- Set work when required for absent students
- Maintain good discipline by following the school's policies and procedures
- Establish a purposeful working atmosphere during all learning activities
- Set appropriate and challenging work for all students
- Identify and work appropriately with 'Special Educational Needs and Disabilities' students, 'Gifted and Talented' students and 'English as an Additional Language' students
- Set appropriate and challenging work for all pupils
- Provide and maintain a stimulating and ordered physical classroom environment

Assessment, Recording and Reporting

- Keep appropriate records of pupils' work
- Mark and return work set, including homework within an agreed and reasonable time
- Carry out assessment programmes, as agreed by the school or department.
- Complete student reports in line with School Policy
- Attend parents' evenings as required and keep parents informed about their child's performance and future targets
- Attend other school functions as required

Pastoral Duties

At all times the welfare of pupils is paramount, and the post-holder has a professional duty to exercise sound judgment in upholding the School's systems and to make all necessary referrals to line-managers in a timely fashion. As a Form Teacher the post-holder will be required to:

- Ensure that registration of pupils is completed in accordance with the School's agreed procedures and be aware that this is a legal duty for children of school-age;
- Care for children in the form as a reasonable parent might be expected to do;
- Be respectful of appropriate boundaries in the exercise of professional duties and care;
- Support other staff with regard to the pastoral care and academic welfare of members of the form;
- Support members of the form in their dealings and relationships with parents, School staff and other pupils;
- Ensure all administrative tasks in relation to the duties of a Form Teacher are carried out within the agreed deadlines and to an acceptable standard;
- Accompany the form during school functions e.g. Mass and assemblies
- Develop positive working relationships and communicate effectively with parents and carers;
- Deliver the School's PSHE programme
- Provide pupils with a positive role-model.
- Required to lead or supervise an after school co- curricular club

Performance Management and Professional Development:

The Teacher of Classics will be part of the School's Performance Management Scheme. She or he will have an appraiser who will set agreed targets and monitor professional development.

Conditions of employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- The post-holder must uphold the School's Policy in respect of all matters related to safeguarding and Child Protection.
- The post-holder may be required to perform any other reasonable tasks, after consultation.
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

St Augustine's Priory

Person Specification: Teacher of Classics

Applicants should:	Essential	Desirable	Primary means of assessment
Subject Delivery			
Have a good Honours Degree and a teaching qualification to deliver Latin and Classical Civilisation from KS3 to A Level.	x		Application Form
Show they maintain an up-to-date knowledge of subject and teaching methodologies	x		Supporting Letter
The ability to teach Greek to GCSE		x	Supporting Letter
Have good understanding of assessment and public examinations		x	Supporting Letter
Have Qualified Teacher Status or have completed PGCE		x	Application Form
Ability to teach another subject to KS3 level		x	Supporting Letter
Be willing to organise extra-curricular activities	x		Supporting Letter
Have high expectations of girls	x		Interview
Be able to communicate effectively with Girls	x		Interview Teaching
Be able to communicate effectively with Colleagues	x		Interview
Manage and work well within a team	x		Interview
Act upon advice	x		Interview

Have good range of teaching strategies	x		Interview Teaching
Be able to use data to help children learn		x	Supporting Letter
Show knowledge of how to plan for effective learning	x		Interview Teaching
Be able to teach challenging, organised and sequenced lessons	x		Interview
Know how to adapt teaching strategies to the needs of all learners	x		Interview Teaching
Make effective use of assessment	x		Interview
Promote independent learning		x	Interview
Use homework tasks effectively	x		Interview
Give developmental feedback to girls	x		Interview Teaching
Have good ICT skills	x		Supporting Letter Teaching
Whole School			
Have a sound understanding of Safeguarding	x		Interview
Understand Special Educational Needs	x		Supporting Letter
Deal effectively with parents	x		Interview
Be willing to participate in the wider extra-curricular life of the School	x		Interview
Understand the roles of colleagues and managers in the school	x		Supporting Letter

The Application and Selection Process

1. Applicants should complete an application form in full and write a letter in support of their application, paying particular attention to the Job Description and Person Specification.
2. The completed application form and supporting letter should be emailed to the School Jsathananthan@sapriory.com to arrive no later than midday on Monday 19th February 2018.
3. The Selection Panel will then convene to determine a shortlist of applicants who will be invited to interview.
4. Shortlisted applicants will be contacted by email to invite them to interview and it is anticipated that the interviews will be held on or around Thursday 22nd February 2018, but this will be subject to confirmation.
5. On the day of the interviews all applicants will be asked to teach a lesson observed by a member of the Classics department. They will then be asked to complete a non-teaching task, after which there will be a formal interview before the appointments panel.
6. On the day of the interview all applicants should bring with them proof of identity and address as specified on the application form and any certificates pertaining to their qualifications.
7. Following the interview the successful applicant will be invited to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.