

HEAD OF LATIN INFORMATION FOR CANDIDATES



TWYFORD SCHOOL

Required from September 2025



Application Closing Date
12 noon, 30th April
Interviews
Week beginning 12th May

Welcome



A very warm welcome to Twyford and I am delighted that you are considering an application to join our exceptional community where we nurture a love of learning, curiosity, and intellectual challenge.

Twyford is one of the oldest (possibly the oldest) and most prestigious prep schools in the country, educating well over 400 children on roll. It is a dynamic and exciting place to work with a highly committed and talented staff body. We wholeheartedly believe in fostering a profound love for learning, nurturing lifelong passions in academics, arts, sports, health, and culture, while equipping our pupils to embrace the challenges that lie ahead in their academic journey.

If the prospect of this role excites you and you believe you possess the necessary skills, experience, and attributes, we wholeheartedly welcome your application and I wish you every success in the upcoming interview process.

Andrew Harvey Headmaster

About Twyford

Through a narrow gap behind a high wall in the village, you encounter a vast horizon of rural beauty and a fabulous 18th century Queen Anne building. This is Twyford School, a co-educational day and flexi boarding prep school set in 30 acres of Hampshire countryside in the beautiful South Downs, three miles from the historic city of Winchester.

Twyford moved to its present site in 1809 after many years elsewhere in the village. We are proud of our heritage and the beautiful history and architecture around the School. The worn stone steps in the corridor to Upper School are a wonderful reminder of the hundreds of years of education provided at Twyford. We embrace Christian values and teach children from the earliest ages to be gracious, considerate and respectful of others. At Twyford a child that becomes adept at 'kindness' is celebrated as much as the academic, artist, budding actor, athlete or the musician. With so much on offer for all ages from 2 to 13, every girl and boy quickly finds something that they are good at and enjoy.

We are also proud of having some of the most modern

facilities and forward thinking approaches to education. Classrooms are modern, bright and well-equipped with the latest technology. Our impressive facilities include music rooms, performance spaces, sports hall, swimming pool, science labs, DT labs, cookery school, 83 bed boarding facilities and much more besides, and our sports and outdoor facilities are simply outstanding.

Every teacher at Twyford shares a deep passion for the education and happiness of our children. Understanding that mental and physical development happen at different stages for different children is at the heart of a Twyford education. We shape and nurture each individual learning journey so children never feel overwhelmed, but maintain their confidence and enthusiasm for creative learning throughout their time here. Our outstanding teaching team draws on this belief to bring out the best in our children, inspiring a self-belief that serves them so well for life.

Our role here at Twyford is to give each child the most complete education – academic, cultural, emotional, physical – so that they, each and every one, can have the best start at living their best life, for themselves and for others. It is as simple as that.



The Latin Department

At Twyford, Latin is an integral part of our curriculum, providing pupils with a strong foundation in language, critical thinking, and classical culture. Through engaging lessons, we explore the roots of modern languages, Roman history, and mythology, helping children develop linguistic precision and analytical skills that benefit them across all subjects. We aim to make Latin both accessible and inspiring, ensuring pupils gain a deep appreciation of its relevance and richness.

Latin at Twyford is taught by a dedicated specialist, ensuring a highly personalised and consistent learning experience for every pupil. This unique structure allows for tailored teaching that meets the needs of each child, fostering strong relationships and a deep understanding of individual learning styles. With a single point of contact, communication with parents is seamless, and pupils benefit from continuity in their studies from their first Latin lesson to their final exam. This approach not only builds confidence and enthusiasm for the subject but also allows for a flexible, engaging curriculum that brings Latin to life in a way that is both rigorous and inspiring.

The successful candidate will be expected to play a part in the pastoral, extra-curricular and wider areas of School life.

This is a rare opportunity for an ambitious and innovative teacher to join the team at Twyford School.



What we offer:

Twyford School has its own competitive salary scale and pension options, a responsibility allowance is available for the Head of Geography role. Single accommodation may be available, on site for candidates who would like to contribute to boarding duties.

- 34 week school year (including INSET days) across 3 terms with 7-8 exeat weekends and extended school holidays throughout the academic year.
- Highly motivated pupils with lessons taught in small groups.
- Access to extensive professional development opportunities.
- Free Death In Service & Critical Illness benefit.
- Staff fee remission (following successful completion of the probationary period and subject to the School's usual admission criteria being met).
- Freshly cooked lunch, snacks and tea and coffee at no cost during term-time.
- Staff swimming sessions in our indoor swimming pool.
- Cycle to work scheme.
- Employee Assistant Programme.
- Free parking.

Job Description

Reports to:

The Head via Deputy Head Academic.

Purpose and Scope:

- Deliver high-quality, engaging Latin lessons that develop pupils' language skills, comprehension, and appreciation of classical civilisation, preparing them for Pre-Senior Baccalaureate assessments and scholarship examinations.
- Provide a personalised and consistent learning experience, tailoring teaching to individual needs and fostering strong relationships with pupils and parents.
- Inspire curiosity and intellectual confidence by bringing Latin to life, enhancing pupils' broader understanding of language and culture.
- Support the wider academic and pastoral life of the school, contributing to cross-curricular learning, developing critical thinking skills, and encouraging a love of learning that extends beyond the classroom.

Responsibilities and Key Duties:

- Plan and deliver engaging and structured Latin lessons that cater to a range of abilities.
- Prepare pupils for Pre-Senior Baccalaureate and Scholarship assessments, ensuring high levels of achievement.

- Foster enthusiasm for Latin and the classical world through creative and interactive teaching methods.
- Provide individualised support and feedback to help pupils develop confidence and progress in their learning.
- Design and implement a well-sequenced curriculum that aligns with school and examination board requirements.
- Assess and monitor pupil progress through regular formative and summative assessments.
- Provide clear, constructive feedback to pupils and communicate progress effectively with parents.
- Keep up to date with developments in Latin teaching and adjust the curriculum as necessary.
- Manage all aspects of the one-member Latin department, including planning, resources, and assessment policies.
- Maintain effective communication with senior leadership, colleagues, and parents regarding Latin teaching and pupil progress.
- Organise and oversee any Latin-related trips, events, or extracurricular activities that enrich pupils' learning.
- Support and contribute to interdisciplinary learning, making connections between Latin and other subjects.
- Promote the value of Latin across the school, ensuring its relevance and accessibility to all pupils.
- Engage in the wider school community, participating in staff meetings, CPD opportunities, and school events.



This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and it will be reviewed annually by the Headmaster.

January 2025

Job Description

School Responsibilities:

- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive relations with pupils, parents, and colleagues.
- Promote and safeguard the welfare of children and young people, adhering to the School's Child Protection Policy.
- Support and promote the School's ethos, aims, and objectives.
- Share in the corporate responsibility for the pastoral care, well-being, and discipline of all pupils.
- Be available to parents, displaying approachability and professionalism at all times.
- Take part in relevant training programmes identified by the School.
- To work in a co-operative, diplomatic and flexible manner.
- To carry out any other reasonable duties as requested by the Headmaster or Bursar.

All staff are expected:

- Follow the School's safeguarding policy and procedures and ensure the wellbeing of all pupils is their highest priority
- Contribute to the day-to-day running of the School and comply with its policies and procedures, having due regard for the Health and Safety of self and others.
- Treat each pupil and each other as individuals with courtesy and respect.



This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and it will be reviewed annually by the Headmaster.

January 2025

Person Specification

Education, Training and Qualifications:

- A Level and/or degree in Latin or a related field.
- A Postgraduate Certificate in Education (PGCE) or equivalent teaching certification is preferable but not essential.
- Qualified Teacher Status (QTS) preferred, but unqualified teachers are welcome to apply.
- Recent participation in relevant training.

Knowledge and Experience:

Essential:

- Strong track record of departmental leadership.
- Excellent subject knowledge.
- Classroom teaching experience within the relevant age range.
- Understanding of pupils' educational development.
- Knowledge of effective teaching and learning strategies.
- Ability to work collaboratively.
- Understanding of good practice relating to the safeguarding of children.
- Willingness to participate in subject-related activities outside the regular school day.
- Expert classroom management skills and rapport with pupils.
- Effective IT skills.

Desirable:

- Previous experience of leading and inspiring others.
- Experience of teaching within the independent Prep school sector.

Personal Attributes:

- Excellent listening and communication skills.
- Excellent interpersonal skills.
- Ability to prioritize time effectively and plan ahead.
- Ability to motivate and inspire pupils and colleagues.
- Commitment, enthusiasm, integrity, and reliability.
- Flexibility and willingness to learn.
- Caring, kind, and approachable attitude.
- Willingness to contribute to extra-curricular activities.
- Love of working with young people.
- Stamina, emotional intelligence, and resilience.
- Role model for pupils.

Additional Information

This role is part-time, 0.6, and is available from September 2025.



The Application Process

We hope, having read the recruitment brochure and researched our School, that you will now be ready to apply. Application forms can be found on our website: twyfordschool.com/school-information/vacancies/

Closing Date and Interviews:

12 noon, 30th April

Interviews scheduled to take place during the week beginning 12th May.

Applications will be reviewed when they are received and interviews may take place at that time, therefore this vacancy may close prior to the stated date and early submission of applications is recommended.

Applications should be sent to:

recruitment@twyfordschool.com and applicants should provide:

- A fully completed application form.
- A one-sided letter of application addressed to Mr Andrew Harvey, Headmaster.

Applications should include the names and contact details of two people who we may contact for references. References will be taken up from all shortlisted candidates before interview.

Applicants must be willing to undergo pre-employment safer recruitment checks in accordance with the Department for Education's Guidance on Keeping Children Safe in Education.

Twyford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, Governors and volunteers to share this commitment. The School has a responsibility to ensure that all employees are eligible to live and work in the UK and will undertake a social media search on short-listed candidates.

If you have any questions regarding the role or your application, please contact Mrs Vanessa Chapman, HR Manager. Telephone: 01962 712269.



Endnotes