



MALVERN ST JAMES

Girls' School

TEACHER OF CLASSICS

Required for September 2019

Part-time; approx. 0.4 of a full-time timetable

Malvern St James Teachers' Pay Scale





MALVERN ST JAMES LTD

Malvern St James is a leading boarding and day School for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire, only two hours from London and one hour from Birmingham the School has excellent transport links, with Great Malvern station situated just opposite the main School building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the School. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in School until 6.10pm each day and participate in the busy activities programme or supervised homework sessions.

Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our Sports Hall continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders featuring a lively Café Culture recreational area.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Offer of appointment is subject to satisfactory references and DBS checks.



Classics Department

Ethos

The department currently consists of one full time and two part-time members of staff. The Classics Department is an exciting area of the School and we seek to share our enthusiasm for the subject and to inspire and engage students with excellent teaching. The subjects hold an excellent reputation within the School and examination results have been high. Several girls have chosen to continue their academic careers studying Classics at university.

There are two designated Classics classrooms, each with a desktop computer, projector, speakers and interesting displays, including two replica temples. The Cambridge Latin Course is followed in Years 7 to 9 and a range of textbooks is used in later years, primarily Latin to GCSE by John Taylor. The Department has a library of books that pupils can borrow at any time. There is also a wide range of resources on the School's Shared Area and a good DVD library. ICT is used frequently within lessons. The Department is a member of the Gloucestershire Classics Association and we attend various events throughout the year.

The Classics Department encourages participation by all girls in its activities and liaises with other departments in various projects. There are regular curriculum trips throughout Key Stage 3. We take girls to Cirencester Museum and Chedworth Villa in Year 7 or 8 and to the Roman Bath Museum in Year 9. Older girls attend Study Days and visit the theatre. We have also organized overseas trips, most recently a trip to Rome in 2017. Several girls have taken the opportunity to study Ancient Greek in Greek Club and to enter Latin and Greek Reading competitions.

Curriculum

Malvern St James has its own Preparatory Department and Classics is taught to Year 6. Girls are introduced to Latin in Year 7 and are taught in form groups and then put in sets in Years 9. There is a beginners' groups for girls in Year 9 who enter the school with no Latin. Girls who have demonstrated excellence in Latin may start Classical Greek in Year 10.

Latin is taught at GCSE (OCR J282) and A Level (OCR H043 and H443), Classical Civilisation is taught at A Level (OCR H008 and H408) and Classical Greek is taught at GCSE (OCR J292).



Accountability

The teacher of Classics is accountable to the Headmistress and Deputy Head via the Head of Classics and the Director of Teaching and Learning on matters relating to curriculum, teaching and learning, and the Director of Pastoral Care on matters relating to pupil wellbeing and pastoral care.

Purpose of the Job

The teacher of Classics has responsibility for the effective and successful delivery of the subjects throughout the School, in fostering a love of the subject at every level and promoting it within the School. She/he will ensure high standards of teaching, learning and achievement, efficient use of resources and creative development of the curriculum in collaboration with the Head of Classics and other colleagues in the department.

The teacher of Classics will be expected to:

- uphold the National Teachers' Standards within their classroom practice;
- support the visions, aims and objectives of the School;
- be committed to the values and culture of the School, centred around its Boarding ethos;
- be committed to the longer term development and promotion of the Classics Department;
- promote outstanding teaching and inspire a love of learning within the department;
- implement whole school policies within the department;
- liaise with the Head of Classics and other colleagues in assessing the effectiveness of the School policies in relation to the department.

Responsibilities (in addition to those required of a qualified teacher)

Teaching and learning

- Promote excellence in teaching and learning to ensure all pupils develop their potential.
- Exemplify in own practice first class teaching skills and support the sharing of good practice throughout the department, including good classroom management.
- Ensure that a suitable learning environment is maintained in all classes and that rewards and sanctions are applied consistently as appropriate.
- Ensure that schemes of work are MSJ specific or if drawn from generic sources, appropriately customised and continuously developed in collaboration with colleagues to promote innovation and best practice.
- Refer to the departmental handbook regularly, and review and modify annually in consultation with Head of Subject to ensure high standards of teaching and learning.
- Monitor pupils' work and classroom behaviour, including the marking of pupils' work to ensure that a consistently high standard is maintained and school objectives and policies are adhered to.
- Keep up to date with developments in the teaching of the subject, with changes to examination specifications to support effective preparation of pupils for public examination, and with education in general to ensure that best practice is adopted within classroom teaching.
- Ensure your own practice is effective in meeting the needs of all pupils, including those with SEND, EAL and the More Able and is consistent with School objectives.
- Contribute to the broader life of the School by supporting and leading curricular and extra-curricular events.
- Support an educational visits programme and overseas departmental trips, working with the Head of Subject and Educational Visits Co-ordinator.
- Support the use of Firefly and MIS, including maintaining the departmental page on Firefly.
- Developing cross-curricular links with teachers of other subjects and departments as appropriate.
- Liaise with the School's Preparatory Department and the transition to the Senior School.

Extra-curricular activities

- Actively promote enthusiasm for the subject outside the timetable, including lectures and clubs during the lunch hour and/or after school, and by leading and/or organising assemblies taken by subject ambassadors.
- Extend pupil learning through regular organisation of trips and activities to increase their enjoyment of and appreciation of the subject at all key stages.
- Ensure national and local events and competitions associated with the subject are celebrated and promoted.

Marketing and external links, including public occasions

- Actively promote the department within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school in the local and wider community, including through the department pages on the portal and external website.
- Support the department's contribution to marketing events and external links.

Monitoring, evaluation & assessment

- Ensure that within your classes individual pupil progress is regularly assessed, centrally recorded both in the teacher mark book and centrally on the network for topic tests, and used to inform teaching.

- Use relevant performance and benchmarked data, and support regular moderation of year group topic and examination assessments, to ensure that high standards of learning are achieved and maintained.

All School staff are expected to:

- support the School's Boarding ethos including support for activities in the evening and weekend on a pro rata basis;
- work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- contribute to the School's programme of extra-curricular activities;
- support and contribute to the School's responsibility for safeguarding students;
- regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- engage actively in the performance review process;
- adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- undertake other reasonable duties related to the job purpose required from time to time;
- adhere to School Safeguarding and Child Protection Policies.

PERSON SPECIFICATION

Essential:

- Good degree in Classics
- Evidence of a range of teaching and learning strategies.
- Ability to inspire, empower, motivate and put people first.
- Ability to develop a stimulating, imaginative and intellectually challenging curriculum.
- A good communicator and is keen to promote the department within and outside the School.
- Good organisational and planning skills.
- Ability to prioritise the workload of self and pupils and to work flexibly to tight deadlines.
- Effective pastoral skills.
- Be a team player and adaptable.
- Commitment to safeguarding of children.
- A positive attitude to self-development and own learning.
- Be proficient in the use of IT in the classroom.
- Commitment to organising trips and extra-curricular activities on a regular basis and a willingness to raise the profile of the department across all Key Stages.

Desirable

- A teaching qualification.
- Experience of teaching GCSE and A level.
- An understanding of independent education and the boarding ethos.
- Experience of organising trips and extra-curricular activities.
- Experience in coaching for public speaking competitions and willingness to assist with this aspect of the Department's work

GENERAL REQUIREMENTS

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

APPLICATIONS

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, an accompanying CV, together with a covering letter addressed to the Headmistress, should be returned to Mrs Alison Barber, HR Manager, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to recruitment@malvernstjames.co.uk.

A CV will not be accepted instead of a completed application form. The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements and your vision for this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Teaching Staff are automatically entered into the Teachers' Pension Scheme.

Death in Service Cover.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

Other benefits include:

- **Fee remission**
- **Lunch provided**
- **Onsite Pavilion Café**
- **Access to Massage**
- **Access to Reflexology**
- **Access to Malvern Theatre Stand-by Club - Discounted tickets**

