



# OUNDLE

School

## **Job Title: Classics Teacher (sabbatical cover)**

**This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.**

### **About the School**

Oundle School is one of the country's leading co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 250 day pupils attend Laxton Junior School.

Oundle School enjoys a strong reputation for academic excellence as the core of an all-round education and supported by outstanding pastoral care. Developments over recent years have sought among other things to support the love of learning in all pupils by developing the non-examined curriculum.

Departments follow GCSE, IGCSE, A level or Pre-U courses. In the past five years, 60% of all Upper Sixth results have been graded at A\*/A or equivalent; at GCSE, 86% of all grades have been graded A\*/A. The School has a strong tradition of pupils' securing places at Cambridge or Oxford, with over 20 leavers on average going on to study at one of the universities each year.

All members of the academic staff contribute to the School's extensive co-curricular provision and are expected to fully participate in the boarding school life that encompasses some evening and weekend duties.

All teachers are expected to demonstrate consistently high standards of professional and personal conduct, maintaining high standards of ethics and behaviours both in and outside Oundle School, having proper and professional regard for the ethos, policies and practices of the School. All teachers are required to act within the statutory frameworks which set out their professional duties and responsibilities.

### **The Department**

There are currently nine Classicists in a thriving and well supported department. Oundle School has a strong belief that Classics has much to contribute to the intellectual, social, artistic, moral and cultural development of our pupils. The availability of classical language courses, offering pupils the privilege of reading Greek and Latin authors in the original, is one of the distinctive features of schools such as Oundle. Classical literature and ancient history is made more widely accessible through A Level Classical Civilisation.

### ***Curriculum***

All pupils in the first three years of the school study Latin. All pupils study Latin from scratch in the First Form and continue into Second Form, covering the basics of the language as well as a variety of history

and civilisation topics. In the Third Form the ten sets are taught from a range of books and within five broad bands of ability. Several sets are taught using courses designed by members of the department. GCSE Latin is chosen in a very competitive framework by around 100 pupils in an average year. We follow the OCR syllabus and offer no coursework. In 2017 89% of GCSE Latin candidates earned A\* or A. Greek is currently an option in the Second Form alongside German; there are currently over 20 pupils in two sets. In the Third Form Greek may be chosen as one of the language options and there are over 30 pupils in two sets this year. Numbers for GCSE Greek are strong, with one large set at Fourth Form and two sets in the current Fifth Form. We use our own course in the Second Form and Taylor's *Greek to GCSE* with higher years. As with Latin we use the OCR syllabus.

In the Sixth Form we use OCR for Latin, Greek, and Classical Civilisation linear A Levels. There are generally two good size Latin sets (three in the current Upper Sixth, with over 30 pupils taking the subject), and one set each of Greek and Classical Civilisation. Set texts inevitably take up much of the contact time, but we also believe in extensive reading and language consolidation. The department is also developing a sixth form extension course on 'The Ancient World' as part of Quadrivium.

### *Extra-curricular*

Many of our pupils go on to study Classics, Ancient History, Archaeology or related subjects at university. We foster close links with classics departments through a programme of visiting speakers. In the recent past we have visited the Classics faculties at Cambridge and Birmingham universities. Students from the Lower Sixth lead a Classics Society, running a range of events and activities for different age groups within the school. We have visited Provence and Sicily in the last two years, and there will be Junior and Senior trips to Italy in October 2018. We value our links with prep schools and with the Cambridge University Faculty of Education, and often take a PGCE student for the last two Quarters of the academic year.

### *Resources*

The department has five classrooms in the NE corner of the "Cloisters" building. In addition there is a smaller room for Sixth Form teaching and departmental meetings, together with an office and several books stores. We are fortunate that these rooms are coherently linked around two staircases. There are collections of DVDs as well as books, and we are increasingly adding to our online collection, both with our own material and through subscription to Massolit. The school library holds an excellent stock of classics books, not only on literature but also on history, philosophy and art.

The school's impressive collection of original Greek vases (recently published by Dr Karim Arafat of King's College, London as a supplement of JHS.) and an extensive collection of Roman coins are also housed in the library, but can be used for teaching.

Responsible to Head of Classics.

### **Job Purpose**

The teacher is required to carry out the general professional duties of a school teacher under the reasonable direction of the Head and to perform such particular duties that from time to time which may reasonably be assigned him/her by the Head. The post holder will teach 52 periods per fortnight of Subject throughout the School.

The post holder will be a dynamic and committed classroom teacher who is not only a highly competent teacher but who is also able to contribute his/her own particular strengths and skills to the future development of the Department, and participate in and contribute to the life of the school as a whole.

## **Duties and Responsibilities**

The following duties are included in the professional duties which the teacher is required to perform:

### ***Teaching***

- Ensure that lessons are planned in appropriate detail and are prepared and delivered in accordance with the departmental scheme of work and regulatory standards.
- Teach, according to pupils' educational needs, including the setting and marking of work to be carried out by the pupils in school and elsewhere (homework).
- Assess, record and report on the development, progress and attainment of pupils in order to ensure pupils fulfil their potential.
- In each case having regard for Oundle School's curriculum and policies reinforcing the need for high expectations which inspire, motivate and challenge pupils.
- Assist with displays of and publishing pupil work.
- Utilise ICT as an effective tool to aid teaching and other classroom resources as appropriate,
- Assist with departmental voluntaries, societies, trips and initiatives.

### ***Pastoral Care***

As with all members of the academic staff the post holder will act as a tutor to a Boarding or Day House, under the direction of a Housemaster or Housemistress (Hsm) and they will:

- Promote the general progress and well-being of individual pupils and any class or group, ensuring consistent feedback is given, which guides pupils.
- Tutor a group of pupils, providing them with guidance and advice on educational and social matters, monitoring their welfare and making relevant records and reports in accordance with the school policies.
- Communicate and consult effectively with parents of pupils and tutees, as and when necessary, regarding pupils' achievement and wellbeing.
- Undertake weekly night duty in a Boarding House, or the equivalent in a Day house.
- Attend Tutorial lunch on a Monday and Friday and maintain regular contact with tutees on an ongoing basis.
- Attend Parents' Receptions and support House events wherever possible

### ***Assessment & Reports***

- Regularly mark pupil work, giving appropriate feedback and keeping records of marks.
- Provide written reports and internal comments relating to individual pupils.
- Communicate with Head of Department, Hsm and tutor about the progress of individual pupils, as necessary.
- Attend Parent Receptions.

### ***Continuing Professional Development***

- Attendance at Staff Meetings, Briefings, INSET and courses, as required, sharing information with colleagues as appropriate to encourage development of all.

### ***School Support***

- Assist covering or taking other classes as and when required (e.g. staff illness) and being available for exam invigilation.

- Carry out a share of supervision duties in accordance with published rotas.
- Attend staff briefings and all whole school staff meetings.
- Checking school e mail account on a regular basis and replying to colleagues as appropriate
- Managing the behaviour of pupils effectively at all times.

*Curricular/Ex-curricular Activities*

- The post holder will be expected to contribute to the extra-curricular life of the School as appropriate

**These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.**

## PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>Qualified to graduate level with a good Degree in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate Qualification</li> </ul>
<b>SPECIALIST SKILLS &amp; EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>Able to demonstrate a genuine interest in teaching, with strong subject knowledge</li> <li>Have a desire and the ability to work effectively with children and young people</li> <li>Well-developed communication and presentation</li> <li>Competent in the use of ICT</li> </ul>	<ul style="list-style-type: none"> <li>Proven track record as an outstanding teacher</li> <li>Experience of tutoring and contributing to extra-curricular activities</li> <li>Ability to make use of appropriate data to analyse the performance of pupils and set targets</li> <li>Experience of working with young people in some capacity</li> <li>Ability to teach Ancient Greek</li> </ul>
<b>PERSONAL QUALITIES</b>	
<ul style="list-style-type: none"> <li>Enthusiastic about subject and continuing professional development</li> <li>Ability to motivate and inspire others to achieve</li> <li>Builds positive professional relationships at all levels</li> <li>Excellent judgement and decision making skills</li> <li>Appreciates and reinforces the need for diversity and respects British values (as defined under Prevent Duty)</li> <li>Organised, punctual and efficient in organising their workload and managing their time effectively</li> <li>A willingness to play a full part in the extra-curricular life of the School</li> <li>A sense of humour and perspective</li> </ul>	

Note:

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within 12 months of appointment

It is the shared responsibility of the post holder and the Head to ensure that job description is kept up to date.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

## EMPLOYMENT INFORMATION

This post is subject to a six week probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate safeguarding checks including a check by the Disclosure and Barring Service.

All staff are required to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared on their application form.

Salary: According to the appropriate point on the School's salary scale.

Start date: September 2018 – December 2018.

Hours of Duty: During School Terms, the teacher shall work all school hours, while the school is in session, and at any other time (including during school holidays, at weekends and before and after the School's normal start and finish times) as may be necessary (in the opinion of the Head) for the proper performance of the teacher's duties. Generally, the role of a teacher involves 66% teaching, 17% tutoring and 17% extra-curricular activities

Working weeks: Term Time is approximately 33 weeks per year.

Holidays: All holidays must be taken during Oundle School holiday periods, not during Term time or when requested to attend a School trip during a holiday period. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

**Application closing date: Monday 5th February at 9am**

**Interview date: Thursday 15th February**

Completed application forms should be returned to:  
Vania Murphy, Recruitment Co-ordinator, The Bursary, Church Street, Oundle PE8 4EE  
email: [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk) tel: 01832 277193

Queries relating to the specifics of the role should be directed to:  
Tracy Heath, PA to the Deputy Head Academic  
Email: [theath@oundleschool.org.uk](mailto:theath@oundleschool.org.uk) tel: 01832 277112