



APPLICATION PACK

Teacher of Classics – part time, fixed-term, maternity cover

I am delighted to provide an application pack for the role of Teacher of Classics at Guildford High School.

Our school is a remarkable place and has been educating girls since 1888. Around one thousand girls, age 4-18, from Guildford and its surrounding towns and villages, enjoy exceptional facilities and inspired teaching here. GHS comprises a Junior School and Senior School, both on the same site. Whilst providing all-through education, each School has its own distinct personality and girls join us at many different entry points.

Our staff are integral to delivering high quality education to the girls in our care, inspiring them to think and learn creatively. We seek to recruit and retain dynamic teaching and non-teaching staff that share in our vision and commitment. We consistently boast some of the best results in the country; we are The Sunday Times Independent School of the Decade, The Sunday Times Southeast Independent School of the Year for Academic Performance 2022, the Top Independent Girls School for Sport 2020 (for the eighth year in a row) and have received many awards including the Leading Independent School in the Country for Pastoral Care (2018).

I would encourage you to visit our website and view our school film to find out more about our school: www.guildfordhigh.co.uk

You will need to apply for this role through our website: www.guildfordhigh.co.uk/vacancies where you will be directed to complete an online application form. Applications will need to be submitted no later than 0830, Tuesday 10 October 2023. Unless you stipulate otherwise, we retain all applications for up to six months.

If you have a disability that requires any specific requirements, please let me know when applying so that I can make the necessary arrangements.

May I take this opportunity to thank you for the interest that you have shown in employment at Guildford High School and for the investment of your time in this process. Please do not hesitate to contact me, or one of the HR team, via human.resources@guildfordhigh.co.uk if we may be of further assistance.

I look forward to hearing from you.

Yours faithfully

Maria Drew
HR Officer

HEADMISTRESS - MRS FIONA BOULTON BSC (HONS), MA



Teacher of Classics - Job Description

Part-time, Fixed-term, Maternity cover to start January 2024 – August 2024

The Classics Department at Guildford High School is a successful department consisting of the Head of Department, one part-time and three full-time colleagues.

In the Senior School, all pupils study Latin in Year 7, 8 and 9.

Latin is offered for GCSE as well as Greek *ab initio*, and Greek, Latin and Classical Civilisation are offered for A Level. The ability to teach Latin and Classical Civilisation is essential; the ability to teach Greek is desirable but not essential.

There are specialist Classics rooms in the school equipped with Interactive Whiteboards and all members of staff and students make use of iPads or their own devices in lessons.

Standards are high and all girls throughout the school are well motivated and hard working. Results in public examinations are excellent and the Department regularly sends undergraduates to Oxford or Cambridge and other top universities in the country to read Classics or related subjects such as Ancient History, Archaeology, or Anthropology.

A wide range of expeditions, theatre trips and conferences are arranged by the department as well as visits to classical sites overseas.

We enjoy close links with classicists in all local schools and are active members of the flourishing local Classical Association.

The successful applicant would be expected to teach, contribute to and/or develop other activities in which the Department is involved.

This job description is not intended to be all-inclusive and the post holder may perform other duties reasonably required by the Headmistress.

* The School reserves the right to make an appointment at any stage during the recruitment process.

TEACHING AND TEACHERS' BASIC RESPONSIBILITIES

POLICY

The policy of Guildford High School is to provide first class teaching for academically able girls which enables all pupils to increase their understanding and develop skills across the curriculum. Teachers must aim to foster in pupils an interest in their work and an ability to think and learn creatively and become enthusiastic, self-motivated and independent learners. In all areas of the curriculum teaching must encourage effort, be that intellectual, physical or creative. To this end staff must follow the points made in this document.

This policy applies to all teaching staff, including those in the EYFS setting. The school is committed to ensuring that the application of this policy is non-discriminatory, in line with the UK 2010 Equality Act and the school's own Equal Opportunities Policy. Guildford High School seeks to implement this Teaching Policy through the procedures set out in the rest of this document.

TEACHING

All teachers at Guildford High School adhere at all times to the government's Teachers' Standards, which can be found here: <https://www.gov.uk/government/publications/teachers-standards>

We believe that the Rosenshine Principles of Instruction provide a useful framework for effective teaching. We are not slavish or dogmatic about this and certainly we do not expect all of the principles to be adhered to in every lesson. However, we do expect all teachers to have a good understanding of the principles and to use them when planning and teaching in conjunction with their own professional judgement and that of their head of department. In order to support this, all staff are provided with a copy of Tom Sherrington's book *Rosenshine's Principles in Action*.

In addition, teachers at Guildford High School aim to ensure that all lessons adhere to the following:

- enable pupils to acquire new knowledge and to make good progress according to their ability to increase their understanding and develop their skills in the subject being taught
- foster the application of effort (intellectual, physical and creative), interest in their work, the ability to think and learn for themselves, and self-motivation
- display evidence of well-planned lessons, incorporating a range of effective teaching strategies and activities, using high-quality resources and with effective management of class time
- show a good understanding of the aptitudes, needs and prior attainments of the pupils, and that these have been taken into account when planning lessons. This includes modifying teaching as necessary in order to comply with any recommendations made for pupils with SEND, in accordance with the SEND policy.
- display a high level of knowledge and understanding by the teacher of the subject matter being taught, and communicate this enthusiastically to students

- ensure that marking of pupils' work is both regular and thorough and that full records are kept in line with the Assessment, Recording and Reporting Policy.
- ensure that pupil assessment is used to inform lesson planning so pupils can make progress, and evaluate pupil performance both in terms of the school's stated aims and national norms
- use effective strategies for managing behaviour and encourage pupils to act responsibly.
- have high expectations of pupils, setting and demanding high standards of attention and application.
- creates a stimulating and positive learning environment
- inspire trust and confidence in, and thereby acquires a good rapport with, all pupils
- do not undermine in any way the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and respect for the protected characteristics of the UK 2010 Equality Act
- do not discriminate against any pupil in any way, in accordance with our statutory responsibilities (Part 6 UK 2010 Equality Act)

In addition, teachers at Guildford High have the following responsibilities:

Continuing Professional Development

All staff are required to take responsibility for their own continuing professional development in the following ways:

- attending whole-school inset days and staff meetings. Part-time staff are expected to attend inset days on at least a pro-rata basis over the course of a school year, even if the inset falls on days in which they are not normally in school
- attend at least five in-school CPD sessions per academic year. These take place once per half of term on during the regular Monday evening slot. A member of staff is able to attend two sessions on each occasion.
- implement any suggestion made by head of department or senior member of staff following lesson observation
- attend external inset courses when needed/appropriate e.g. courses run by awarding bodies to provide information about new public examinations specifications or feedback.
- keep abreast of current pedagogical thinking and development, particularly when specific to their subject area(s).
- complete statutory child protection training every three years as well as annual briefings; read material circulated and sign to confirm, including updates to Keeping Children Safe in Education (KCSiE).

Departmental

- be familiar with and follow all policies laid out in the departmental handbook
- assist the head of department with and take direction on the development of schemes of work and assessment material
- take direction from head of department/line manager on any aspect of teaching, marking and assessment
- share resources and training materials with colleagues. Any resources made by teachers whilst in the employment of the school are the school's 'intellectual property' and resource-sharing is therefore actively encouraged and expected.

- work with the other members of the department to ensure that all teaching resources and departmental areas are well looked after and provide a stimulating environment for learning and teaching
- contribute to departmental activities, e.g. enrichment work, clubs, societies and trips
- attend weekly departmental meetings

Marking, assessment, recording and reporting

- set homework regularly in accordance with the Homework Policy
- assess pupils' work regularly and thoroughly and provide written feedback as necessary and in accordance with departmental marking policies. Work should usually be returned to pupils within a week of submission. Ensure that all pupils are aware of the marking policy and the meaning of any grades awarded.
- maintain a written record of pupils' marks for classwork, homework and assessment, as well as any other relevant indicators of progress. Many staff use iDoceo for this purpose, but the mark book need not be electronic. HoDs or SMT can request to inspect a mark book during the school year.
- as part of their assessment of pupils, staff use data provided by PIPS (Junior School), MidYIS (Years 7-8), Yellis (Year 10), Alis (Lower Sixth) and a reading and spelling screener. This data, whilst not conclusive, can give valuable information regarding a pupil's performance over the year and can give an insight into whether a pupil is making appropriate progress. The data is available through the intranet for teachers and this data should inform planning and teaching.
- write record cards and reports to be sent to parents in accordance with the Reporting and Parents' Evening Policy.
- write references (e.g. UCAS) and feedback to the learning support team and meet any other requests for feedback relating to individual pupils.
- contribute to the department's marking of end-of-year assessments and mock examinations as directed by the head of department.
- attend parents' evenings. Any teacher unable to attend a parents' evening must produce a written report for parents on their daughter's progress. For further details on parents' evenings, see the Reporting and Parents' Evening Policy
- issue rewards and sanctions in accordance with the Behaviour Policy.
- take appropriate action in cases of extended student absence e.g. posting work on Showbie or the Homework App or contacting pupil directly

Pastoral Care is the responsibility of all members of teaching staff at Guildford High School. Staff must:

- contribute to the pastoral care and personal development of pupils
- create time for pupils and get to know them as individuals
- support pupils in their extra-curricular activities by trying to attend sporting, musical and dramatic events
- support pupils through maintaining appropriate confidentiality and the highest standards of professionalism
- seek to address the aims of the school as set out in the Pastoral Care Policy
- report any pastoral concerns to the Head of Year or in serious circumstances the Deputy Head Pastoral in the Junior School to the Head of Junior School

Teacher of Classics – Person Specification

Part-time, Maternity cover to start January 2024 – August 2024

This position is to start in January 2024. Applicants will need to already hold the right to work in the UK and, if short-listed, be able to attend an interview at the school.

Specification	Essential
Qualifications	<ul style="list-style-type: none">• A record of good academic achievement including a relevant honours degree (2.i or above)• PGCE/QTS or the ability to successfully obtain ITT at GHS via the School Direct Programme• Experience of teaching A Level and GCSE• Excellent oral and written English
Personal qualities	<ul style="list-style-type: none">• High levels of personal and professional integrity• Commitment to academic excellence• High degrees of self-confidence, personal energy and dynamism• Personal warmth, good rapport with pupils, colleagues and parents• Excellent organisational skills and ability to work as part of a team• Appropriate levels of personal presentation• Confident use of ICT
Teaching and Learning	<ul style="list-style-type: none">• The ability to teach Latin and Classical Civilisation is essential; the ability to teach Greek is desirable but not essential• Excellent knowledge of the relevant curriculum• Evidence of creative and innovative approach to teaching and learning including the appropriate use of ICT, specifically iPads• Commitment to improving, monitoring and evaluating teaching and learning
Philosophy and Ethos	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• High expectations for pupil attainment, personal development and conduct• Commitment to best practice in pastoral support and student welfare• Commitment to helping with extra-curricular activities and curriculum enrichment

TERMS AND CONDITIONS

Contract type

Part-time, Fixed-Term

Accountability

This post is accountable to the Head of Classics

Start date

January 2024

Pension

Teachers' pension scheme

Benefits

A range of benefits are offered including discounted cinema tickets, retail discounts, staff development, contributory pension scheme, cycle to work scheme, childcare vouchers, car lease scheme, discounted gym memberships, health and dental plans.

HOW TO APPLY

Applications

GHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

An online application form should be completed and is accessible via our website:

www.guildfordhigh.co.uk/vacancies.

Any queries about the position should, in the first instance, be directed to the HR department:

human.resources@guildfordhigh.co.uk.

Closing date: 0830, Tuesday 10 October 2023.

Invitation to interview

Applicants selected for interview will be informed within 10 days of the closing date for application. We do endeavour to respond to all applications; however, applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful.

Short-listed candidates will need to bring proof of their educational and professional qualifications that are necessary or relevant to the post.

All candidates invited to interview must also bring each of the following with them:

- A passport
- Current driving licence if you have one
- Full birth certificate

- Utility bill or bank statement issues within the last three months showing the candidates name and address
- Where appropriate any documentation evidencing a change of name
- Evidence of the right to work in the UK

Please be reminded that references will be requested prior to interview. Online checks will also be undertaken for shortlisted candidates in accordance with KCSIE regulations 2022.

Candidates with a disability who are invited to interview should inform the HR department of any necessary reasonable adjustments or arrangements to assist them in attending the interview.