



# Maria Fidelis

## Catholic School FCJ

Headteacher: Mrs H Gill, BA (Hons), MA, NPQH

### SUBJECT LEADER – CLASSICS





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## Welcome from Maria Fidelis Catholic School

Dear Colleague,

Thank you for your interest in the role of Subject Leader - Classics at Maria Fidelis Catholic School. We hope this pack will give you a great insight into our school and the role.

Our school began serving the local community in 1830 under the direction of Marie Madeleine D'Houet, founder of the religious order, the Faithful Companions of Jesus (FCJ).

Our vision is that FCJ schools are communities of personal academic excellence. Strong in companionship, the unique giftedness of every person is recognised, nourished and celebrated. Our hope and expectation is that each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

We believe we provide a truly special experience for our students and staff – not only of academic excellence, but also an environment that is caring, supportive and focused on the uniqueness of every person.

In 2018-19 we merged our separate lower and upper schools into a brand new state of the art school on a single site between Euston and Kings Cross Stations. Our new building is fantastic – with fully equipped spaces for teaching and learning, new technology and systems to support 21st century learning.

The successful candidate will be fully supported by the Head of Department and will be provided with opportunities to develop and grow within the school. We are looking for someone who can help lead a well-established department: maintaining core standards, but also adapting to the demands of the new curriculum. You will be expected to contribute to the teaching of other subjects, and this will be discussed at interview.

For a confidential and informal conversation to discuss this opportunity, please contact Mr M. Anthony (Deputy Headteacher) [manthony6.202@lgflmail.org](mailto:manthony6.202@lgflmail.org) or Ms L. Morris (Executive PA to the Head) [recruitment@mariafidelis.camden.sch.uk](mailto:recruitment@mariafidelis.camden.sch.uk) on 0207 387 3856.

If you think you are the person we are looking for, I would be delighted to receive your application and I look forward to meeting you.

*H.M. Gill*

Helen Gill

**Headteacher**



### Role of Subject Leader – Classics

The key purpose of the Head of Classics is to support the Head of Languages and the Senior Leadership team in ensuring that all students enjoy studying Latin and Classical Civilisation.

We believe the following qualities are essential in the successful applicant:

- An excellent classroom teacher;
- The ability to gain the trust and respect of school staff, pupils and parents;
- Experience of teaching from KS3 to KS5;
- Outstanding subject knowledge with an ability to share this with pupils in an exciting and academically rigorous way;
- Evidence of successful intervention in various areas, e.g. improving exam skills, promoting extra-curricular sport, examination results;
- Evidence of relevant professional development;
- An interest in pedagogy and current issues relating to teaching and learning;
- Knowledge of meeting the needs of pupils with SEND;
- Organised, flexible, able to work under pressure;
- A commitment to our pupils, with the belief that education has the capacity to transform their journey;
- The ability to contribute to another curriculum area, for example Humanities, RE or MFL.

#### **Syllabus**

- KS3 Latin
- GCSE Latin: OCR
- A-level Latin: OCR
- A-level Classical Civilisation: OCR

#### **Examination Results**

We are a successful department where our pupils consistently perform well at GCSE.

It is important that the department builds on existing strengths to further improve performance at KS4 and develops its provision to include KS5.

## The Department

The Languages Department currently consists of five full-time members of staff.

The members of the department have between them a great deal of knowledge and experience and you will join a team that will challenge and support you.

Traditionally, all members of the department have contributed toward decision-making process and the formulation of departmental policies. Teachers follow agreed programmes of study and share planning of resources.

Beyond the classroom we offer our students a wide range of opportunities including language competitions, visiting speakers, visits to cultural events, inter-house competitions, peer mentoring and trips abroad.

The department is well resourced. We are a department which is passionate about helping students other cultures and to develop a sense of awe about the world in which we live. engagement in a wide variety of sports and a desire to perform at a higher level in regional and national competitions.







## Location and Benefits

Maria Fidelis is situated in a fantastic location between Euston and Kings Cross Station, which makes it very easy to reach. The British Library, Francis Crick Institute, Wellcome Trust, UCL, SOAS, LSE and Central St. Martin's School of Art are all within a five-minute walk of the school site; the school therefore enjoys extracurricular links with several institutions, many of which offer exciting opportunities not only for our pupils, but also professional development activities for our teachers. Partnerships with City firms such as Deloitte enrich the curriculum and also allow our staff to keep 'in touch' with the world outside of education.

Maria Fidelis is a welcoming and supportive community. We value the professional autonomy of high-performing staff and understand the different approaches different departments may need to take. We make managing workload a high priority.

We are forward-looking and progressive with many opportunities for professional development and sharing practice. Maria Fidelis belongs to networks within Camden, but also in other boroughs including Westminster, Kensington and Chelsea and with other high performing Catholic Schools in the Westminster Diocese.

We are a diverse school community in terms of both staff and students and therefore welcome applications from anyone who supports our ethos.

### **Key Benefits – health and wellbeing**

- A commitment to managing workload.
- Cycle to work Scheme, with savings of between 32% and 42% on the standard retail price of a new bike;
- Corporate rates for membership of a gym - GLL – Better Leisure. Camden's award-winning leisure centre is just 5 minutes away and boasts a gym, swimming pool, library and cafes;
- Free hearing tests, eye tests and health checks

### **Key Benefits – financial**

- An interest-free season ticket/travel-card loan scheme;
- A Childcare Voucher scheme which can be used to pay for registered childcare for children up to 16 years old;
- A collection of staff discount and cash-back deals available every day of the year, on shops and health clubs, travel and insurance.

## Job Description

To work as a team member to maintain and develop Maria Fidelis Catholic School as a learning community “growing together through Christ with courage, confidence and dignity.”

**Post Title:** Subject Leader – Classics

**Post Purpose:**

To be a team member, playing a full part in the life of the community of Maria Fidelis.

To support our distinctive Catholic mission and ethos and encourage staff and students to follow this example.

Under the reasonable direction of the Head of Department and the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To contribute to raising standards of student attainment and achievement within the whole department and to monitor and support student progress.

To be accountable for student progress and development within the curriculum area.

To help develop and enhance the teaching practice of others.

To work with the Head of Department to ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the aims of the school and the curricular policies.

To be accountable for leading, managing and developing the curriculum area.

**Reporting to:** Head of Languages Department

**Responsible for:** Overseeing the teaching of Latin and Classical Civilisation up to KS5.

**Liaising with:** Head/Leadership Team, other Heads of Faculty, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents.

**Working Time:** Full time as specified within the STPCD

**Salary/Grade:** TLR 2A

**Disclosure level** Enhanced



## CURRICULUM LEADERSHIP

- To develop, in consultation with the SLT and members of the department, a broad and balanced range of relevant courses / modules which stimulate students' interest and engagement in learning, and are appropriate to the needs of all students at the school.
- To lead / oversee curriculum development, including the development of appropriate syllabuses, resources, schemes of work to school format, teaching, assessment and marking policies, which support the school's implementation of all current statutory requirements.
- To respond actively to national, regional and local developments and initiatives, including content, teaching practice and methodology.
- To liaise with the Exam Officer to maintain accreditation with the relevant examination and validating bodies.
- To ensure that there is a departmental presence at the start of every external examination in the subject.
- To ensure the accuracy of exam entries and data.
- To encourage collaborative projects in conjunction with other departments within and beyond the learning area, and outside the school's formal timetable involving where appropriate, other staff and other schools, including feeder primaries.
- To attend appropriate INSET, to co-ordinate departmental INSET, to contribute to whole school CPD programme with a view to developing and disseminating good practice.
- To be responsible for the completion of the Classics Development Plan so that the subjects are appropriately and effectively resourced;
- To oversee the department's budget.
- To ensure that the use of financial resources has a clear impact on improving student outcomes
- Liaise with the SENDCO to support students studying Latin and/or Classical Civilisation;
- Use data, both externally & internally produced, to assess student performance and to develop appropriate courses of action;
- Undertake tasks which may from time to time be required, e.g. school trips;
- Develop schemes of work and teaching and learning strategies as agreed within the Languages Department;
- Monitor resources and teaching materials and take responsibility for care of stock;
- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- Take part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

## TEACHING AND LEARNING

- Teach Latin from Years 7-13 and Classical Civilisation at KS5;
- Have firm aims and objectives for all lessons and identify individual learning needs of all students;
- Maintain a full record of attendance, effort and attainment of all students as well as records of lessons taught and homework set;
- Ensure good supervision and discipline, through efficient planning and delivery;
- Work in partnership with parents to enhance students' learning experience;
- Recognise and celebrate achievement in Classics and to promote an awareness of the importance of subject throughout the school;
- Develop and maintain links with other form tutors and support staff where appropriate;
- Set, collate and record assessment material for all classes taught;

- Check that all students following external examination courses are entered for the appropriate examination, have the necessary assessment requirements and have covered the full syllabus requirements;
- Prepare students for public examinations, assess students for the purposes of such examinations, record and report such assessments and attend meetings connected with the conduct of public examinations;
- Keep up to date with curriculum innovation, participate in arrangements for INSET, contribute to his/her own professional development;
- To carry out any other duties relevant to the department as directed by the Headteacher.

## PASTORAL AND SAFEGUARDING RESPONSIBILITIES

- Notify the Designated Safeguarding Lead (DSL) immediately about any concerns relating to a student;
- Be a form tutor to an assigned group of students;
- Register students and accompany them to assemblies;
- Enable, encourage & support a form's participation in House activities;
- Monitor student journals to ensure that homework is recorded as appropriate;
- Attend form tutor meetings as arranged by the Head of Year;
- Liaise with the Head of Year and Head of Department to implement the school's pastoral policies;
- Evaluate, monitor and report on the progress of each student;
- Communicate with parents & outside agencies, as appropriate;

## SCHOOL ETHOS

- To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. These duties may be varied at the reasonable discretion of the Head of Department and the Headteacher.



## Person Specification

### Subject Leader – Classics

ATTRIBUTES	ESSENTIAL	DESIRABLE	STAGE IDENTIFIED
<b>ETHOS</b>			
Willing to support the school's inclusive approach to education	X		A,I,R
Willing to establish open, positive, supporting relationships across the community, where children and young people will feel that they're listened to	X		I
Ability to model behaviour which promotes health and wellbeing and encouraging it in others	X		I
<b>EDUCATION</b>			
Qualified Teacher status	X		A,R
Good Honours Degree or equivalent in relevant subject	X		A,R
Evidence of continuing professional development	X		A,R
Post graduate qualification		X	A,R
A Relevant higher degree or professional qualification		X	A,R
<b>EXPERIENCE</b>			
Experience of teaching in the UK in a mainstream secondary school	X		A,I,R
Ability to teach Latin and Classical Civilisation to KS5	X		A,I,R
Awareness of developments in Classics and their likely impact on teaching and learning	X		A,I
Evidence of good value-added results at GCSE and A level	X		R
Evidence of leadership experience		X	A,I,R
Evidence of commitment to extended learning for students beyond the classroom	X		A,R
Experience of implementing systems and processes to monitor and evaluate learning and teaching	X		A,I,R
Active involvement in the promotion of equal opportunities	X		A,I,R
Experience of being a form teacher		X	A,I,R
Experience of mixed ability teaching		X	A,I,R
Experience of working with parents and external agencies		X	A,I,R
<b>PROFESSIONAL KNOWLEDGE AND SKILLS</b>			
A passion for the subject and knowledge and skills to inspire students	X		A,I,R
Ability to lead, manage and motivate staff and students	X		A,I,R
Excellent communicator – sensitive and effective	X		I,R

Ability to demonstrate an understanding of the issues involved in leading a department	X		A,I,R
An ability to establish good working relationships with a wide range of people including students, parents, Governors and colleagues	X		A,I,R
Knowledge, skill and intelligent use of data to inform intervention strategies to improve outcomes for students	X		A,I,R
Ability to plan, monitor, evaluate, review, be accountable and lead by example	X		A,I,R
A keen interest in how students learn and experience of putting this knowledge into practice	X		A,I,R
Knowledge, skills and desire to support the school's programme for care, welfare and guidance	X		I,R
Knowledge and understanding of current educational issues		X	A,I,R
Knowledge and understanding of Safeguarding	X		I
A commitment to Equal Opportunities	X		A,I
<b>PERSONAL QUALITIES</b>			
Be committed to own life -long formation of faith	X		A,I,R
Ambition and vision	X		A,I,R
A commitment to sustaining and raising achievement, attainment and aspirations of all students	X		A,I,R
Have the ability to work in and lead a team	X		A,I,R
A sense of humour and perspective	X		A,I,R
Ability to work under pressure and remain positive, enthusiastic and resilient	X		A,I,R
Reflective and analytical	X		A,I,R
Sound judgment	X		A,I,R
An optimist who brings out the best in people	X		A,I,R
Energy, imagination and personal commitment	X		A,I,R
Personal and professional commitment to the philosophies of school improvement and effectiveness	X		A,I,R
Have high standards of personal presentation, commitment and dedication	X		A,I
Excellent attendance and punctuality	X		R

KEY: A = Application; I = Interview;

R = Reference

## Applying for the Role

We look forward to receiving your application by 9.00am on **Monday 17<sup>th</sup> May 2021**.

This should include

- A completed application form
- A letter of application outlining your readiness for the role of Subject Leader - Classics at our school. We are particularly interested to hear about any initiatives you have been involved in, assessing your contribution and its impact.

We shall hold interviews during the week beginning **Monday 24<sup>th</sup> May 2021** and the successful candidate will start in **September 2021**.

Maria Fidelis Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure Barring Service.

If you have any questions about the role or would like a confidential and informal chat please don't hesitate to contact Mr M. Anthony (Deputy Headteacher) [manthony6.202@lqflmail.org](mailto:manthony6.202@lqflmail.org) or Ms L. Morris (Executive PA to the Head) [recruitment@mariafidelis.camden.sch.uk](mailto:recruitment@mariafidelis.camden.sch.uk) on 0207 387 3856.

We would also be happy to welcome you to come and look around the school. To do this you can contact Leanna as above.

To receive the necessary application form to apply please contact Ms. L. Morris,  
Executive PA to the Headteacher  
Tel.: 0207 387 3856  
Email: [recruitment@mariafidelis.camden.sch.uk](mailto:recruitment@mariafidelis.camden.sch.uk)

**COMPLETED APPLICATION FORMS SHOULD BE RETURNED BY EMAIL TO:**  
[recruitment@mariafidelis.camden.sch.uk](mailto:recruitment@mariafidelis.camden.sch.uk)