

**POST OF**

**HEAD OF CLASSICS**

**Required from 1 September 2018**

**Permanent**

**Full Time**

**Malvern St James Teachers’ Pay Scale**

**MALVERN ST JAMES LTD**

Malvern St James is a leading independent 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 £4.4 million Sports Hall – opened in October 2008 – 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 opened September 2014 featuring a lively Café Culture recreational area.

We offer staff who come to work at the school:

• the opportunity to teach highly motivated, 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.

**MALVERN ST JAMES ENTERPRISES LTD**

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd.

It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation’s development team promotes the lettings of School facilities to the public and the community and also runs a variety of summer/holiday School lettings and functions.

**Further details are available on our website:** [www.malvernstjames.co.uk](http://www.malvernstjames.co.uk)

**The Classics Department at Malvern St James**

**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 at Key stage 3 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. Recent trips include Cirencester Museum, Chedworth Villa and the Roman Bath Museum. 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 currently introduced to Latin in Year 7/8 and are taught in form groups and then put in sets in Years 8 and 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 alongside Latin.

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).

**The Role**

We require a qualified and inspirational Head of Classics. The successful candidate will teach Latin throughout the School to A Level and include Oxbridge preparation. The candidate will be required to teach Classical Civilisation at A Level. He/she will also be an inspirational classroom practitioner with a determination to deliver innovative teaching and learning, and a committed interest in the education of girls. He/she will also be Form Tutor and committed to the highest standards of pastoral care.

Some management experience in either an academic or pastoral role, and the capacity to lead a successful team of enthusiastic staff is required.

**PERSON SPECIFICATION**

Essential:

* Good Degree in Classics (and preferably a teaching qualification)
* Experience of teaching Latin throughout the school including A level.
* Evidence of a range of teaching and learning strategies
* Ability to lead, inspire, empower and motivate
* Management experience in either an academic or pastoral role
* Capacity to lead a successful team of enthusiastic staff
* Excellent communication skills
* Good organisational and planning skills
* Ability to prioritise the workload of self and others 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:

* Ability to teach Classical Greek at GCSE
* Experience of teaching Classical Civilisation at A level
* An understanding of independent education and the boarding ethos.

**Head of Classics Job Specification**

**Accountability**

The Head of Classics is accountable to the Headmistress via 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, and to parents.

**Responsible for:** Members of the Department

**Purpose of the Job**

The Head of Classics has responsibility for leading their Department 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.

The Head of Classics will be expected to

* uphold the Teachers’ Standards for their department
* 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
* lead and manage the Classics department purposefully and efficiently
* promote outstanding teaching and inspire a love of learning within the department
* implement whole school policies within the department
* liaise with the Director of Teaching and Learning and the Senior Leadership Team in assessing the effectiveness of the School policies in relation to the department

## Accountabilities (in addition to those required of a qualified teacher)

## Policy/Strategic direction and development

* Contribute to whole school policy-making and strategic planning as required by the Head.
* Prepare, monitor and update annual departmental plans in consultation with colleagues.
* Take the lead in ensuring that school policies and strategies are embedded in department schemes of work and departmental plans.
* Take a role in testing and selection of candidates at 11+, 13+ and 16+.

## Leadership and management of others

* Lead the department, inducting, developing, deploying, motivating and appraising staff where relevant to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
* Encourage members of the department to develop their leadership potential and to share and develop new ideas.
* Manage day to day requirements such as examination entry and departmental timetables, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the department.
* Regularly review departmental policy and practice to ensure that they are used effectively and consistently, as well as share and develop ideas, including keeping departmental handbooks updated on an annual basis.
* Chair weekly departmental meetings and ensure that they are used effectively to review performance and to share and develop ideas for effective teaching and learning, including the sharing of good practice and maintaining excellent health and safety standards. Meetings should regularly consider actions designed to meet the needs of girls with SEND, EAL or the More Able, as well as ensure Health and Safety compliance. Departmental meetings should be accurately recorded in minutes sent to the whole department, and also to the Academic Administrator for school central records.
* Attend all Heads of Department meetings, Academic Development Committee meetings and INSET as relevant, as well as promote the subject within the school.
* Adhere to the MSJ management policies and participate in arrangements, including those on new staff induction and probation, appraisal and CPD, to ensure effective performance review, support, training and development of colleagues within the department.

## 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 ensure that good practice is shared throughout the department, including good classroom management.
* Ensure that a suitable learning environment is maintained throughout the department and that rewards and sanctions are applied 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.
* Ensure that the departmental handbook is used regularly, and reviewed and modified annually to ensure high standards of teaching and learning.  Monitor pupils’ work and the classroom practice of those in the department, 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, examinations and education in general to ensure that best practice is adopted within the department.
* Ensure the department is effective in meeting the needs of all pupils, including those with SEND, EAL and the More Able and that practice within the department is consistent with school objectives.
* Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
* Co-ordinating an educational visits programme and overseas departmental trips, working with the Educational Visits Co-ordinator.
* Monitoring and supporting the use of Firefly and MIS, including maintaining the departmental page on Firefly.

## Developing cross-curricular links with other Heads of Subjects and departments as appropriate.

## Liaising 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 though 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.
* Lead the department’s contribution to marketing events and external links.

## Management of resources

* Monitor and control the department’s allocated budget in line with school policies.
* Identify future resourcing needs and aspirations for the department, keeping the SMT informed.
* Ensure that all resources are fit for purpose and used in accordance with Health and Safety guidelines.

## Monitoring, evaluation & assessment

* Ensure that within the department 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 moderate regular year group topic and examination assessments, to ensure that high standards of learning are achieved and maintained.

## Training & development of self and others

* As a lead professional set personal targets and take responsibility for own continuous professional development.
* Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own professional development.
* Work with the Senior Leadership Team to support whole school inset provision.

## General requirements

All staff are expected to:

1. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
2. Support and contribute to the school’s responsibility for safeguarding students.
3. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
4. Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors
5. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
7. Engage actively in the performance review process.
8. Adhere to policies as set out in the Staff Handbook

*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.*

#### TERMS AND CONDITIONS

The successful candidate will be subject to DBS checking and references will be taken up before the appointment is confirmed.