

# ST MARGARET'S

SCHOOL

## Head of Classics

### Required September 2022

Our thriving Classics department teaches Latin from Year 7, and from Year 8, Latin and Classical Civilisation through to GCSE and A Level.

We are seeking an experienced and dynamic graduate teacher to lead our Classics Department. There may also be other opportunities to lead in other academic areas of school life.

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

**Closing date for applications: Monday 24 January at 12pm**

**Interview date: Tuesday 2 February**

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

# ST MARGARET'S

## SCHOOL

### Head of Department - Job description

#### Line Management and Accountability

The Head of Department is accountable for the standards of teaching and learning, achievement and attainment outcomes within the Department and will work under the general direction of the Head of Faculty. The Head of Department is accountable for monitoring the work and standards within the Department and providing written evaluation of its effectiveness.

The Head of Department will produce an annual examination report and development plan for the department.

The Head of Department will be responsible for all aspects of academic monitoring within the Department.

The Head of Department is responsible for the line management of members of his / her department.

The Head of Department is responsible for contributing to the development and maintenance of whole school strategy, policies and ethos.

#### Specific Responsibilities

##### A. Strategic direction and development of the subject (including monitoring and evaluation)

1. To develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
2. To have an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives.
3. To display a developing and professional knowledge base together with the ability to identify the key implications for subject development.
4. To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
5. To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.
6. To establish and implement a tracking system which provides good information gathering about students' prior learning, their progress and achievements and the quality of teaching and learning in the subject.

# ST MARGARET'S

## SCHOOL

7. To involve all departmental colleagues in the creation and execution of the yearly departmental development plan. This will identify clear targets, times-scales and success criteria and contribute to the School Development Plan.
8. To develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the SDP.
9. To support, facilitate and monitor the progress of the departmental development plan to ensure it makes a significant contribution to the SDP
10. To regularly review the progress towards the targets set in the departmental development plan and provide regular progress updates to ensure that they are fully aware of all successes, issues and concerns.
11. To ensure, where appropriate, representation of the department at HODs meetings. If not attending the HODs meetings, to keep abreast of debate and contribute through a representative colleague.
12. To hold regular departmental meetings; keeping subject staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.

### **B. Teaching and learning**

1. To lead the subject staff in the teaching of the subject, and provide a role model for high quality teaching and learning in the subject ensuring that pupils needs are met through differentiation.
2. To keep abreast of new developments in content and teaching style, including use of new technologies.
3. To monitor and evaluate the department's specifications and schemes of work.
4. To engage all subject staff in the creation, consistent implementation and improvement of the schemes of work.
5. To ensure that all subject staff follow the agreed syllabus/specification.
6. To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group.
7. To ensure that all departmental members have the appropriate MAT, SEN EAL and baseline data in their mark books and that departmental members are taking this information into account when planning lessons.
8. To ensure proper departmental use of data relating to prior attainment or testing on entry such as MidYis, Yellis or ALIS scores.
9. To initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject.

# ST MARGARET'S

## SCHOOL

10. To provide regular feedback and INSET to all subject staff on teaching and learning which recognises good practice and supports their progress.

11. To use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning.

12. To provide quality assurance monitoring and intervention with all subject staff.

13. To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes.

### **C. Line management**

1. Provide effective day-to-day line management for both teaching and teaching support staff within the Department, implementing School policies and procedures to ensure all staff are managed consistently and equitably.

2. Assist in the recruitment and selection of teaching and support posts, as required by the Head.

3. Manage the effective induction, monitoring, support and assessment of new staff, in line with School procedures.

4. Ensure all subject staff understand, and are actively implementing, School and Departmental policies and procedures e.g. reports, disciplinary procedures, setting and marking of work, providing assistance and guidance to team members as required.

5.. Develop and promote effective communication and collaborative working within the team to ensure good practice is shared and strengthened and all staff feel valued and supported.

6. Undertake the performance management of staff, including acting as appraiser for designated staff and undertaking regular lesson observations, providing advice and coaching to develop the personal and professional effectiveness of individuals.

7. Ensure all subject staff have high quality professional development opportunities.

8. Assist the Head in drafting references on present and past members of the department.

9. Alert the Academic Director of any parental complaints regarding subject staff and discuss appropriate support for teachers as required.

# ST MARGARET'S

SCHOOL

## **D. Resource and Finance Management**

1. To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
2. To administer efficiently and effectively the resources and capitation of the department.
3. To ensure that the teaching area allocated to the department is kept in good order.
4. To ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.
5. To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
6. To discuss departmental timetable schedules with all members of the department and to ensure a fair and realistic distribution of teaching load in accordance with information issued by the Curriculum Manager.
7. To be responsible for providing appropriate bids for resource and staff development in line with the School's budgeting procedures.
8. To be responsible for Health & Safety within the department and to report any related issues to the Bursar.

# ST MARGARET'S

SCHOOL

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### Person Specification

	<b>Desirable</b>	<b>Essential</b>
A university graduate and qualified teacher		√
Experienced teacher with an excellent academic track record		√
The ability to teach Latin and Classical Civilisation to GCSE level		√
The ability to teach Latin and Classical Civilisation to A level		√
A passion for languages		√
A keen interest in teaching, learning and CPD		√
Strong organisational skills		√
Strong interpersonal skills		√
A proactive team member within the wider staff community		√
A team leader who is willing to consult and delegate to others		√
Excellent communication skills		√
The ability to relate effectively to students		√
Willing to contribute to the co-curricular life of the school		√
Proven ability to lead change and development, engaging and supporting others		√
Ability to analyse data (e.g. academic results and tracking) and to draw conclusions		√
An energetic and enthusiastic approach		√
Commitment to the ethos of St Margaret's		√