



Abberley Hall

SCHOOL

JOB DESCRIPTION

JOB TITLE: Head of Classics / Teacher of Latin (Maternity Cover)

RESPONSIBLE TO: Headmaster through Head of Teaching and Learning

RESPONSIBLE FOR: Subject Teachers

PURPOSE OF THE POST: To lead the provision of high-quality Latin and Classics teaching throughout the School. To contribute fully to the life of the school through, in addition to teaching, participating in supervisory, pastoral and co-curricular duties undertaken by all members of staff.

THE APPOINTMENT: The successful applicant will be a strong and experienced Classics teacher who is able to lead the teaching of the subject and, ultimately, to ensure exam success in Year 8. A willingness and ability to contribute throughout the school to the extra-curricular programme is an essential requirement. The ability to teach Greek would be advantageous.

KEY RESPONSIBILITIES:

The responsibilities of the postholder are detailed below. They are intended as a guide and are not an exhaustive list:

- To be responsible for the teaching of the subject throughout the School – including the preparation of pupils for Common Entrance and Scholarship exams in June 2022
- To ensure that there are published schemes of work for each year group and that they are implemented
- To develop colleagues within the subject curriculum if necessary and to enable them to deliver their best to the school and to the pupils
- To manage department budgets, maintain resources and purchase new resources as required
- To work closely with the Head of Teaching and Learning and the Head of Academic Operations to ensure consistency and excellence across the school
- To attend HODs meetings and to take part positively and proactively
- To ensure marking within your department is excellent and that the learning environment in all classrooms relevant to your subject is inspiring and conducive to the best outcomes
- To ensure all reports, grades and parental feedback relating to your subject is prompt and constructive
- To teach the subject to the highest possible level and with the utmost attention paid to excellent teaching methods relevant to the abilities of the children within the class
- To be a fully integrated member of the teaching team, attend meetings and pre-term INSET and fieldtrips, including residential, as required
- To actively develop the use of ICT within the curriculum

- To play a full part in the life of the school
- To evidence that high standards of teaching and learning in the School are being maintained and exceeded
- To improve, where necessary, or maintain positive departmental “value added” results, year on year
- To coach games and / or deliver extra-curricular activities as required
- To contribute to the school’s readiness for inspection and to develop policies, handbooks or other documents as required
- To maintain positive relationships with staff, pupils and parents
- To actively support the ethos of the school
- To undertake any reasonable request made by the Headmaster

SAFEGUARDING RESPONSIBILITIES:

This post involves significant contact with children and the post holder will be considered to be in regulated activity.

PERSON SPECIFICATION:

- Can demonstrate the ability and experience necessary to lead the subject successfully across the school
- Has a commitment to ensuring that safeguarding children is prioritised above all else
- Has demonstrable experience of supporting and developing colleagues within the subject area
- Has a secure knowledge and understanding of all relevant areas of the curriculum
- Has a good knowledge of any other statutory requirements related to pupils’ education or welfare
- Keeps up to date with research and developments in pedagogy and curriculum content
- Supports the ongoing development of ICT skills across the School
- Actively support the ethos of Abberley Hall and model it to colleagues, parents and pupils
- Actively model Abberley’s values at all times to colleagues, parents and pupils
- Actively promote the school within the local community and willing to market the school at every opportunity
- Ability and willingness to take part in numerous areas of school life and expertise in areas beyond the classroom will be a distinct advantage
- Understands that every child is different and actively celebrates these differences and looks to find the strengths in every pupil

BENEFITS OF WORKING AT ABBERLEY HALL:

- Onsite accommodation may be available for the right candidate
- Excellent opportunities for Continuous Professional Development
- Fee concessions for Abberley Hall School.
- Free on-site parking
- Membership of APTIS (Aviva Pension Trust for Independent Schools) with tiered employer contributions
- Subsidised Private Health Insurance
- Cycle to Work Scheme
- A beautiful campus with buildings of special historical interest set in the rolling hills of Worcestershire

- A strong, supportive staff community

GENERAL REQUIREMENTS:

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must co-operate with the School to enable it to comply with its legal duties for Health and Safety.

Abberley Hall is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

APPLICATIONS:

Applicants may contact the Headmaster, Jonnie Besley, to discuss the post if they wish. Mr Besley can be contacted by email: jonnie.besley@abberleyhall.co.uk or by calling the Office Manager/PA to the Headmaster, Mrs Fiona Cook on 01299 896275.

Applications, consisting of an online application form including a supporting statement should be submitted via the 'Quick Apply' on the TES website. If you have any queries regarding the application process, please contact the Human Resources team either via email humanresources@abberleyhall.co.uk or by phone 01684 581647.

Applications must be submitted by no later than **noon on Wednesday 20 October 2021. Abberley Hall reserves the right to close this vacancy sooner therefore early applications are encouraged.**

The selection process will involve:

- Teaching an observed lesson on a topic provided in advance;
- Interviews with the Headmaster, the Head of Teaching & Learning and a member of Human Resources;
- Tour of the School (Covid permitting);
- Lunch with the pupils (Covid permitting);
- The opportunity to meet other members of the team (Covid permitting);

You will also be required to provide proof of your identity, right to work in the UK and qualifications during the selection process.

Abberley Hall School exists to provide a quality all round education for pupils aged 2 ½ - 13 and is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check. We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

September 2021