



ST HELEN &
ST KATHARINE

Candidate Pack

For the position of

Teacher of
Classics
(Maternity Cover)

The School

As one of the leading independent schools in the country, St Helen and St Katharine is an exciting place to work and appointing the very best staff is integral to our success.

St Helen's is a welcoming school where students feel able to be themselves and relationships between students and staff are highly valued. It is a happy place where fun and laughter are central elements of the school day.

Eager to learn, and motivated to do their best, our students take advantage of the many opportunities on offer. We encourage them to challenge themselves and to take risks, both academically and beyond the classroom; we are also committed to creating a secure and supportive environment in which students feel they can make mistakes as they learn.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results and our goal is to ensure that every student achieves success as they define it, so that they can believe in themselves, their talents and abilities, and so that they will feel prepared and equipped for life beyond school.

The School was founded in 1903 to provide a Christian education for girls in the Abingdon area. It was joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a catchment area that includes Oxfordshire, Berkshire and Buckinghamshire.

The School is a thriving community of 712 students aged 9 to 18 years including 186 in the Sixth Form and a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

Whilst there is a strong commitment to girls' education, close links with Abingdon School add a co-educational dimension. These links include some subjects taught jointly in the Sixth Form and much collaboration in music, drama, extracurricular activities and socially at all ages.



The site

School facilities are excellent. The original school buildings date from 1906 and over the last ten years a significant capital programme has been undertaken with many new additions to the campus including a superb library with lecture theatre and IT suites. A new £7 million Science Centre opened in September 2014 providing 12 new laboratories, breakout spaces and a three-storey glass atrium. A new 3D Design Workshop and Design Hub opened in 2015 and a new Sports Centre in 2016.



The staff

The School staff body comprises 200 plus employed staff (teaching and support), plus sports coaches, casuals, volunteers, governors and visiting music teachers. Staff are well-qualified, conscientious and share a strong belief in the School ethos. With a passion for their subjects and a real focus on teaching and learning, there is excellent rapport between the students and staff. Staff are strongly committed to the provision of academic, enrichment and extracurricular opportunities through clubs, societies, trips, lectures and other events. The School supports and celebrates the professional development of all of its staff.



Academic achievements

Our excellent academic record is the result of thought-provoking, committed teaching that brings subjects alive, encouraging students to extend themselves, whilst allowing them time and space to grow in confidence.

In 2020, St Helen's students achieved the following results:

A-level: 83.6% A*-A, 95.9% A*-B

I/GCSE: 46% 9 grades, 93% 9-7 grades

The role

We are seeking to appoint an enthusiastic and talented Teacher of Classics to teach up to and including A level, from the start of the summer term during week commencing 19 April 2021 for approximately 10 months, to cover a period of maternity leave. This is a part-time position, teaching a timetable in the region of 19 periods out of a possible 30 per week until the end of the academic year. There may be some change to the timetable from September 2021 depending on students' options choices and this will be discussed at interview. The successful applicant will be able to demonstrate extensive subject knowledge and a real enthusiasm for Classics, alongside a meticulous and professional approach to their teaching.

All teaching staff are expected to contribute to the pastoral and enrichment programmes of the School. In addition to teaching, the post holder will also have pastoral responsibilities within their allocated year group. All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's safeguarding policies.

The department

The Classics department comprises the Head of Department and two part-time teachers. The department works together effectively as a team, supporting each other in achieving common goals and sharing expertise, resources and skills. All of the department give willingly of their time to see students on an individual basis.

Facilities

Resources are varied and constantly renewed: we have a large stock of books and several computer programmes. The library is well stocked with dictionaries, appropriate literary criticism and other paralinguistic material. There is also a well-stocked departmental library in one of three teaching rooms. Teachers are provided with laptops to use and the department has produced a large collection of resources and PowerPoint presentations for teaching at all levels.

Subject Details/Curriculum

The Classics Department at St Helen's offers Latin and Greek, both taught to A level, and AS level Classical Civilisation. Oxbridge applications are a normal part of each year's routine. In all our teaching we aim to stretch students appropriately but there is no setting at any stage. Whilst the department has a strong interest in classical culture, the main focus of the teaching is on language and literature throughout the school.

Latin is taught to the whole school from Year 7 and remains compulsory in Year 8, with two lessons allocated throughout this time. Year 8 students choose whether to continue with Latin in Year 9, again with two lessons per week. Year 9 students then have the option of selecting the subject for GCSE; there are three lessons a week from now on. In the Sixth Form eight lessons per week are allocated for Latin, in line with most other subjects taught at the school.

Up to Year 11 we use the Cambridge Latin Course supplemented with our own materials. For GCSE and A Level we follow the OCR syllabus, focusing on translation, comprehension and literary texts. Students in Year 9 take the WJEC Level 1 Certificate in Latin Language.

Greek is introduced as an option in Year 9, and is taught in two lessons a week in addition to Latin. GCSE choices are then made at the end of Year 9. Greek to GCSE is taught as part of a 'Gratin' option with four lessons per week allocated to cover both the Latin and Greek GCSEs. The A level course is allocated eight lessons.

Results are strong in both subjects. The department is committed to maintaining high standards of academic rigour and professionalism, but is equally determined that Classics should be recognized as a subject which offers great scope for fun. The study of classical culture is seen as an integral part of the course for all year groups.

In Year 8 students visit Fishbourne Roman Palace and Butser as part of an independent research project on Roman Britain, while in Year 9 there is a visit to Bath. We take older students to see productions of classical plays, and compete each year in the classical reading competition held in Oxford. Trips further afield – to Greece and Rome – are offered on a biennial basis.

There is a junior Classics club called Helicon, which meets during the lunch-hour once a week and enjoys such activities as writing and performing plays, Roman cookery and craft work.

Role details

St Helen and St Katharine values the highest level of professionalism in its teachers. It is expected that all teachers will display a high level of knowledge and understanding of their subject area, and communicate this enthusiastically to students. Teachers should have high expectations of their students and be able to display evidence of planning, preparation and monitoring of progress. It is the responsibility of all teachers to create a stimulating and positive learning environment, and to employ a range of teaching strategies, thus enabling all students to fulfil their academic potential. They should inspire trust and confidence.

Specific responsibilities include:

Curriculum delivery

- Planning, preparing and teaching the classes assigned to him/her, using a range of strategies for teaching and classroom management to ensure that individual learning needs are met.
- Ensuring that marking of students' work is both regular and thorough and that full records are kept.
- To regularly monitor the progress of all students in their teaching groups, taking account of individual learning needs to have a positive impact on student progress.
- Liaising with the Learning Support Co-ordinator on strategies to support the progress of students on the Learning Support register.
- Keeping abreast of current thinking and development in the subject area(s).
- Assisting the Head of Department with the development of appropriate syllabuses, schemes of work and teaching styles.
- Sharing resources and training materials with colleagues.
- Contributing to departmental activities, e.g. enrichment work, clubs, societies and trips.
- Taking responsibility for professional development and using the outcomes to improve teaching and learning.
- Attending whole school INSET sessions.

Physical resources and safety

- Meeting the health and safety requirements of the School.
- Working with the other members of the department to ensure that all resources are well looked after and that departmental areas provide a stimulating environment for teaching.

Communication

- Providing or contributing to oral and written assessments, reports and references relating to individual students.
- Attending Parents' Meetings.
- Attending regular departmental meetings and full staff meetings.
- Attending Open Day.

Pastoral and whole school support

- Being a form tutor if required.
- Contributing to the pastoral care and personal development of students.
- Carrying out a share of supervisory duties in accordance with published schedules.
- Ensuring that a register of attendance in lessons is kept and taking appropriate action in cases of student absence.
- Supporting the ethos of the School through maintaining the highest standards of professionalism.
- Attending assembly or chapel and whole school services.
- Contributing to whole school activities, e.g. clubs and expeditions.

The person

Skills/abilities

- Ability to motivate and inspire students across the age and ability range
- Ability to relate well to young people
- Ability to work well on a day to day basis in a supportive and collaborative manner as part of a departmental team
- Ability to contribute to the development and implementation of departmental policies and goals
- Effective communication skills – oral and written
- Effective IT skills
- Excellent teaching and classroom management skills

Knowledge

- Excellent subject and curriculum knowledge up to and including A level Latin
- The ability to teach Classical Greek to GCSE and A Level is desirable
- The ability to teach AS Classical Civilisation is desirable, particularly confidence in teaching the Odyssey and Imperial Image modules.
- An awareness and understanding of the issues and current developments in teaching Classics in schools

Qualifications and experience

- A good honours or higher degree in a relevant discipline.
- Qualified Teacher Status is desirable

Personal attributes

- Enthusiasm and passion for Classics and the ability to convey this to students
- A willingness to take an appropriate share of departmental responsibilities and participate in trips
- A commitment to involvement in an extracurricular programme which meets the needs of all students
- A reflective practitioner; ability to self-appraise and manage continuous professional self-development
- A commitment to safeguarding our students in line with the School's safeguarding policies



Salary and benefits

- Teachers are paid a salary that reflects their knowledge and experience. St Helen's offer competitive salary levels and has its own salary scale which offers scope for pay progression.
- Teachers are entitled to take the normal School holidays.
- Teachers are eligible to join the Teachers' Pension Scheme.
- The School currently operates a cycle to work scheme.
- Employees are entitled to free lunches when the kitchens are operating.
- There is free car parking on site.
- Employees may use the fully equipped gymnasium/sports facility on site.



St Helen's 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. Employment is subject to these checks.

The process

Before you apply for this post please ensure that you have read both our Safer Recruitment, and Safeguarding policies, as well as our Staff Privacy Notice, all of which can be accessed via the Working at St Helen's section of our website.

Please then complete an application form (available within the Working at St Helen's section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Rebecca Dougall, Headmistress**, should be submitted via email (recruitment@shsk.org.uk) in the first instance and then posted to:

Human Resources Department
St Helen and St Katharine
Faringdon Road
Abingdon
Oxfordshire
OX14 1BE



The closing date for this post is **Tuesday 26 January 2021 at noon**. Interviews will take place on **Wednesday 3 February** and **Friday 5 February 2021**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend interview.

We look forward to receiving your completed application.



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