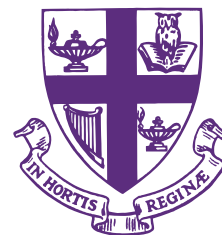


Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Teacher of
Classics





JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:

Teacher of Classics

Main purpose of the job:

To teach Latin and Classical Civilisation from KS3 to A Level.

As a member of the Classics department, the teacher is involved in developing schemes of work, the delivery of lessons and the ongoing assessment of students' progress. It is expected that the teacher will, in addition, wish to organise and participate in a number of school and departmental activities outside their timetabled teaching.

Reporting to:

The Head of Department

Reporting to the job holder:

Main responsibilities and duties

Teaching and Learning

1. Planning and teaching inspirational lessons.
2. Teaching according to the educational needs of the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
3. Encouraging a love of Classics in every lesson.
4. Making use of current ICT technologies within their teaching.
5. Assessing, recording and reporting on the attainment, progress and development of pupils.
6. Preparing students for internal and external exams
7. Maintaining good order and discipline within and outside of the classroom.
8. Encouraging the continuation of Classical studies in higher education.
9. Promoting the subject and the department within and outside the school, working towards the aims of the school and departmental development plans.

Other Activities

1. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
2. Taking an interest in the personal and social needs of pupils, and communicating as appropriate with the Houseparent and Tutor.

3. Attending Parents' Meetings and seeing parents by appointment with the knowledge of the Deputy Head Pastoral.
4. Participating in meetings for any of the purposes described above.
5. Taking an active role in the co-curricular programme.
6. Providing occasional support to other departments and school Houses, to encourage good inter-departmental relations, pupil support and extracurricular success.

Assessments and Reports

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Review, Further Training and Development

1. Reviewing annually methods of teaching and programmes of work in consultation with the Head of Department.
2. Participating in arrangements for further training and professional development as a teacher.
3. Having a willingness to learn and improve as a department, by sharing examples of good practice.

Discipline, Health and Safety

Maintaining good order and discipline among the pupils. 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.

Meetings and School Functions

1. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
2. Attending official school functions, such as Speech Day.

Absence/Cover

1. In the case of unavoidable absence, setting work for pupils as far as is practicable, using Google Classroom.
2. Supervising pupils as required to support other absence colleagues. The Senior Management Team will make every effort to arrange additional help in cases of prolonged absence.

Public Examinations

1. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations.
2. Recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

Pastoral Duties

Taking responsibilities, shared by the whole staff, to ensure the smooth running of a boarding school. These will include one or more of the following:

- Being a tutor
- Being a member of a school House and supporting them in House activities
- Running a co-curricular activity
- Supervising Study once every two weeks
- Being involved in the life of the boarding house (if desired)

Conclusion

A teacher should set high personal and professional standards at all times.

By agreement, other duties that are deemed appropriate to the role by the Head of Department.

Person Specification

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential

Qualifications

- Good honours degree in a classical subject.

Experience:

- Suitable for an ECT or a more experienced teacher.
- Experience of teaching Latin to GCSE & A Level

Skills

- Communication of concepts in Classics in an articulate, positive and sensitive way.
- Ability to use a range of teaching strategies to enthuse the full range of abilities.
- Understanding of the interests and concerns of children.
- Good time management and organisation skills.
- Attention to detail.

Knowledge

- A deep and infectious love of Classics.
- Clear subject knowledge and the ability to communicate it.
- The ability to apply personal knowledge and experience to the subject.
- An awareness of current trends and challenges in Classics teaching.

Desirable

- Proficiency in ICT;
- A recognised teaching qualification.
- Experience of teaching Classical Civilisation and/or Latin to A-Level.
- Ability to use own initiative.
- Ability to use, or learn, new techniques in ICT which can make lessons more engaging for all students.
- Knowledge of the specifications taught at Queenswood.
- Wide Classical interests.

Personal competencies and qualities

Essential

- The determination to promote Classics at all levels within the school.
- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Positive attitude.
- Good behaviour management skills to deal with low level disruption.

Desirable

- The ability to lead a co-curricular activity.
- Empathy.
- Intellectual curiosity.
- A good sense of humour.