



# St Martin's School

N O R T H W O O D



## Applicant Pack

### Teacher of Latin (Part-time 0.6 FTE)

### September 2026



Welcome to St. Martin's, a preparatory school for around 400 boys situated in beautiful grounds in Northwood. With over one hundred years of history, we are a preparatory school in the widest sense. Our boys are lively and curious; they love learning and they love their school. Our aim is to equip them with the skills and attitudes that will enable them to become successful and happy in what they choose to do. We are a warm and welcoming community with a distinct family atmosphere where each boy is valued and encouraged to be the very best they can be. We believe our boys are 'better prepared' for all that lies ahead in their learning journey and in their individual lives. Please do come and visit us and see first-hand what makes our school so successful and distinctive.

For further details, visit our website: [www.stmartins.org.uk](http://www.stmartins.org.uk)

## Job Purpose

**Title:** Teacher of Latin

**Responsible to:** Deputy Head (Academic)

We wish to appoint, for September 2026, a first rate qualified and enthusiastic Latin teacher to join our team.

Latin at St. Martin's is both popular and successful and the Department sets the highest standards. It has enjoyed outstanding success at 13+ and Scholarship level.

The successful candidate will be expected to teach across all year groups and prepare pupils for Senior School Entrance Exams, 13+ Common Entrance and Scholarship level.

## Key Responsibilities

### Role Objectives

- Contribute to the development of the Latin curriculum and ensure the highest standards of progress and attainment amongst pupils.
- Provide a supportive and safe learning environment for pupils and staff.
- Promote and maintain effective working relationships with pupils, staff and parents.
- Implement the aims outlined in the School's mission statement and development plan relating to the Latin department.

### Pastoral and Academic

- Present Latin in an engaging and challenging manner, making the best use of available resources.
- Inform parents of their son's progress through regular reports.
- Recognise and meet the needs of all pupils, including those requiring additional support, ensuring differentiation is appropriate at all ages.
- Track and monitor pupils' progress, developing programmes for support or extension where required.

### Administration and Planning

- Be familiar with schemes of work prior to the new academic year, including syllabuses, setting arrangements, textbooks, presentation and assessment.
- Contribute to the setting of moderation of assessments and examinations.
- Keep abreast of developments in Latin and apply these effectively within the School, particularly in relation to Common Entrance and Scholarship preparation.
- Follow School and departmental marking policies and all relevant school policies.
- Participate in lesson observations, book monitoring and scheme of learning reviews.
- Coordinate short, medium and long-term planning.
- Use ICT effectively to support teaching and learning.
- Display pupils' work regularly across the School and update displays as appropriate.
- Work collaboratively within the Department and across parallel classes.
- Record and communicate concerns about pupil progress on CPOMs
- Inform parents at parents' evenings, meetings and through written reports.
- Attend relevant courses and share learnings with colleagues.
- Assist in organising trips, visits and guest speakers.
- Maintain an ordered and stimulating classroom environment.
- Follow all relevant Health and Safety guidance.
- Attend assemblies as required.
- Adhere to the Behaviour Policy.
- Promote environmentally responsible practices.
- Cover lessons for absent colleagues when required.
- Undertake duties (eg lunch, playground and gate) when required.
- Play a full part in school life (eg FOSM, residential trips etc.).
- Offer at least one extra-curricular activity

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• UK Qualified Teacher Status (QTS) or equivalent</li><li>• Good Honours Degree in Latin or a related subject</li></ul>	<ul style="list-style-type: none"><li>• Masters or other postgraduate qualification</li><li>• Evidence of further professional development in Latin</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent classroom practitioner</li><li>• Ability to motivate and inspire young learners</li><li>• Passion for Latin and commitment to high achievement</li><li>• Effective classroom management</li></ul>	<ul style="list-style-type: none"><li>• Experience developing enrichment and co-curricular Latin programmes</li></ul>
<b>Administration</b>	<ul style="list-style-type: none"><li>• Strong communication skills</li><li>• Excellent planning and organisational ability</li><li>• Ability to work collaboratively and support departmental development</li></ul>	<ul style="list-style-type: none"><li>• Strong leadership qualities</li><li>• Experience of leading Latin at KS3 or above</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience teaching Latin at Key Stages 2 and 3 (and beyond)</li><li>• Experience preparing pupils for 13+ and Common Entrance</li></ul>	<ul style="list-style-type: none"><li>• Awareness of current educational developments in Latin</li><li>• Three or more years' experience teaching Latin</li></ul>
<b>I.C.T.</b>	<ul style="list-style-type: none"><li>• Confident and competent use of ICT</li></ul>	<ul style="list-style-type: none"><li>• Experience with Microsoft Teams and other learning platforms</li><li>• Experience of remote learning</li><li>• Ability to use tools such as Excel to track pupil progress</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Ability to build links with external partners and organisations</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of independent school selection processes (11+/12+/13+)</li><li>• Experience working with senior schools</li><li>• Understanding of the ISEB Common Entrance (13+) Latin curriculum</li></ul>

## In addition, all staff are expected to:

- Manage time effectively
- Promote high levels of motivation among pupils
- Use technology effectively
- Provide strong pastoral care
- Develop a culture of mutual respect
- Communicate clearly with pupils, staff and parents
- Demonstrate empathy and professionalism

## Remuneration

The successful candidate will receive a comprehensive package, including:

- Competitive salary (dependent on experience)
- Defined Contribution Pension Scheme
- Ongoing professional development opportunities
- Employee Assistance Programme (EAP)
- Discounted school fees
- Complimentary meals during term time
- Staff wellbeing initiatives (gym, swimming, social events)
- Cycle to Work Scheme and sustainable travel options (including Octopus EV Scheme)

## How to Apply

To apply for this position, please visit <https://www.stmartins.org.uk/about-st-martins/staff-vacancies/>

The closing date is 12 noon on **Friday 12 June 2026**.

Early application is encouraged; the School reserves the right to close the vacancy early.

If you have any questions, or you would like an informal chat about the role, then please arrange this by contacting the Head's PA, Mrs Gill Robson at [headpa@stmartins.org.uk](mailto:headpa@stmartins.org.uk).

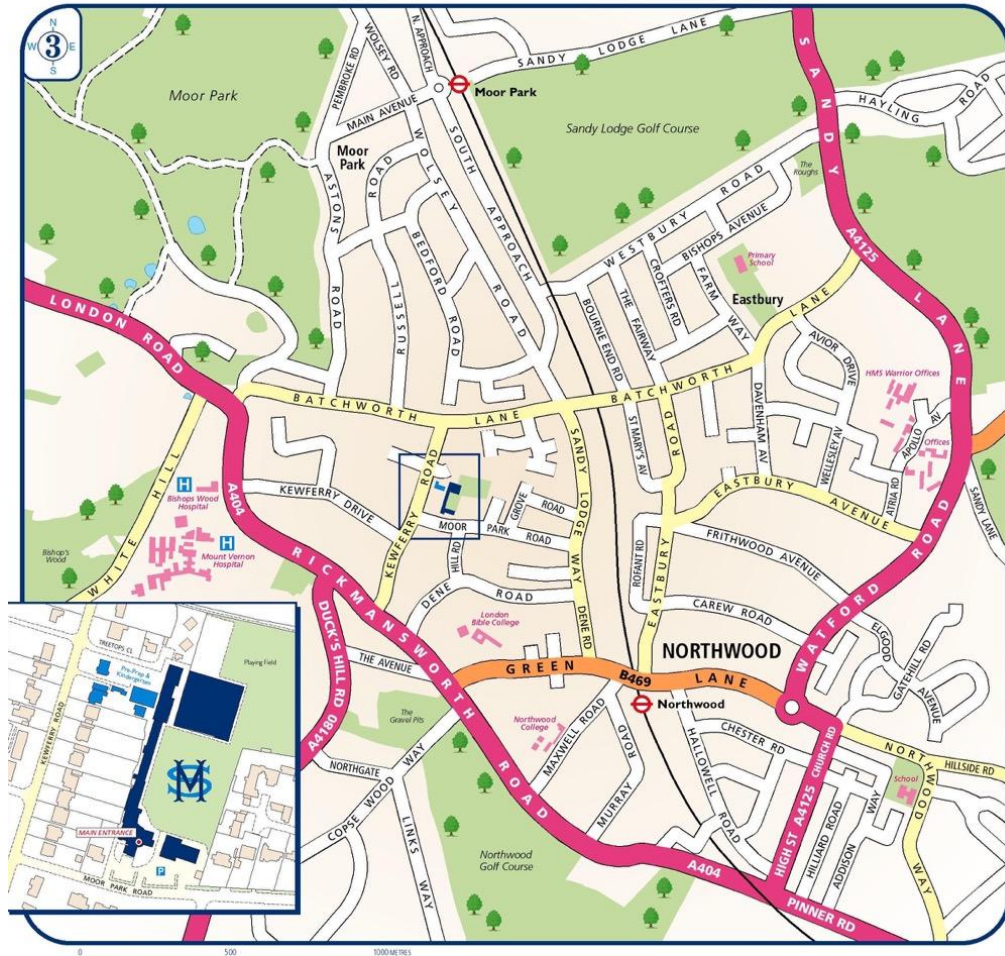
## Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo appropriate safeguarding checks, including:

- References from previous employers
- Disclosure and Barring Service (DBS) checks
- Social media screening

All appointments are subject to satisfactory checks in line with the Children Act.

St Martin's School  
40 Moor Park Road  
Northwood  
Middx  
HA6 2DJ  
01923 825740



#### Travelling to St. Martin's School, Northwood

**By Air:** Heathrow (30 minutes by road), Gatwick (70 minutes by road) and Luton (40 minutes by road) are within easy reach of Northwood via the UK motorway network. All have regular scheduled flights to all parts of the UK, Europe and International destinations.

**By Rail:** The nearest underground stations are Northwood and Moor Park on the Metropolitan Line. Both of which have regular connections to Central London and are a short taxi journey away from the School.

**By Road: From the North via the M25:** Leave the M25 at Junction 18 and join the A404, signposted Rickmansworth. Continue along the A404 skirting Rickmansworth, turning right at the first roundabout and straight across the next two roundabouts. At the fourth take the second exit continuing on the A404, London Road, signposted Northwood. Travel for approx 2 miles and turn left onto Batchworth Lane. Take the first turning right onto Kewferry Road and the entrance to the Pre-Prep and Kindergarten can be found just after Treetops Close, which is the first turning left. For the Main School entrance take the second turning left onto Moor Park Road and St. Martin's School will be seen after 200 metres on the left-hand side.

**From the South via the A40:** If travelling from the South or West via the M25 exit at Junction 16 and join the M40 eastwards which becomes the A40. If travelling from Central London and the East head for and join the A40. From all directions, leave the A40 at the Polish War Memorial Junction and join the A4180 northwards, signposted Ruislip. Continue on the A4180 for approx 8 miles, passing through Ruislip, following signs for Northwood. At the T junction with the A404 turn right onto the A404, Rickmansworth Road. Take the second turning left onto Kewferry Road and then the second turning right onto Moor Park Road. St. Martin's School will be seen after 200 metres on the left-hand side. For the Pre-Prep and Kindergarten entrance continue along Kewferry Road and enter the gate on the right between the two houses just before Treetops Close.

**On arrival:** Visitors are requested to report immediately to reception. Visitor car parking may be available in front of the main entrance.