



DOWNSEND
SCHOOL

JOB DESCRIPTION

Post:	Head of Latin
Hours per week:	Part-Time (0.45 FTE)
Grade:	Head of Department Scale
Responsible to:	Head of Languages
Responsible for:	Teaching of Latin in Years 5-8
To commence:	September 2017

SAFEGUARDING STATEMENT:

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom shelhe is responsible, or with whom slhe comes into contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, slhe must report any concerns to the School's Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

General Information

Dowsend is an established, academic preparatory school which is dynamic and contemporary. We provide each child with a broad education, through experiencing a vibrant school life that extends beyond the classroom, and provides outstanding academic development. We encourage our pupils to become well-rounded individuals in a modern society. Staff and children enjoy excellent relationships and pastoral care is of paramount importance.

Languages occupy an important role in the curriculum at Downsend School. French is introduced, from Reception Class upwards, in our Pre-Preps, before being taught more formally at our Prep School. Spanish Clubs are also offered during a pupil's formative years. In Year 5, Latin and Spanish are introduced into the curriculum as a taster course; French continues to be a compulsory subject until Year 8 & pupils then choose which second language to study into Years 6, 7 & 8. We have high ambitions for our Languages Department & our interactive approach enables our pupils to secure successful results at Common Entrance & Scholarship, and to enjoy the range of languages, both Modern & Ancient.

Purpose of Position

To work with the Director of Languages to ensure a high quality learning experience for pupils and to carry out such other associated duties as are reasonably assigned by the Headmaster. The duties outlined in this job description may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Relationships

The post holder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school structure, with the aim of improving the quality of life within the School. It is of paramount importance that we appoint the right person to join a successful and ambitious team.

Teaching and Learning

1. Carry out teaching duties in accordance with the school's schemes of work;
2. Work with the G & T Coordinators to provide pupils with opportunities for extension and enrichment, and for scholarship preparation;
3. Demonstrate good practice in the teaching areas of responsibility;
4. Contribute widely to the extra-curricular life of the School.

Assessing and Reporting

5. Record students' work;
6. Use IT to assist lesson preparation, teaching and reporting & administration;
7. Maintain detailed records of pupils, liaising closely with the SENCO & other colleagues involved in the tracking & monitoring of pupils;
8. Monitor, evaluate & review practice in a range of subjects;
9. Maintain lesson evaluations;
10. Mark and return work within the agreed time span, providing feedback & targets;
11. Provide assessment reports to monitor student progress;
12. Write reports & advise at Parents' Evenings, and communicate effectively with parents about their child's progress;
13. Work within the Code of Practice relating to Special Educational Needs.

Leadership and Management

1. Plan and provide a stimulating, invigorating and motivating learning environment, ensuring that learning resources are well organised and accessible to staff and pupils, as well as embracing pupils' work on paper, display and in the general atmosphere created in the classroom;
2. Keep the Headmaster informed of all matters relating to external relationships, through regular liaison/meetings, to include liaison with colleagues in Senior schools;
3. Understand issues relating to the organisation, ordering & funding of resources, including being responsible for the Latin budget;
4. Support and uphold the school's policies on behaviour, discipline & bullying;
5. Be aware of new developments and advances in teaching and take an active interest in professional development;
6. Accompany pupils where appropriate during residential cultural and language trips.

Standards and Quality Assurance

1. Support the aims & ethos of the school;
2. Set a good example in terms of dress, punctuality & attendance;
3. Attend & participate in Open Days & whole-school events & performances;
4. Uphold the school's behaviour code & uniform regulations;
5. Attend courses to remain up to date in current pastoral development and professional practice;
6. Attend as directed, meetings, development sessions, and INSETs.

Health & Safety

The post holder is responsible for the safety of all pupils and must ensure that:

- 1. The resources are maintained in a safe condition for the pupils and School staff;
- 2. Staff carry out operations in accordance with School policy and departmental codes of safe working practice;
- 3. All accidents are reported to the Business Manager via the School's Accident Report Form procedure;
- 4. The Headmaster and Business Manager are kept informed of any concerns regarding Health and Safety and safe working practices.

General

In all of the areas stated above, the post holder must liaise with staff in the Prep and Pre-Prep Schools in order to ensure continuity and progression throughout the School.

This job description is not intended to be all embracing and the post holder shall be required to carry out whatever the Headmaster shall instruct, commensurate with training and experience.

Signed: 

Headmaster

Signed: (Post Holder)

Name: _____

Date: _____

PERSON SPECIFICATION

YEAR 6-8 LATIN TEACHER

The successful candidate is likely to match most or all of the following characteristics:

- A good Honours graduate;
- An outstanding and qualified teacher with a keen understanding of best practice regarding pastoral care;
- A proven track record of preparing pupils for success in Common Entrance and Scholarship Latin examinations;
- Very high expectations of pupils' attainment, progress and behaviour;
- A keen and self-motivated practitioner, who wishes to be a committed team member in a successful section of the School;
- An enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education;
- Calmness and efficiency and the ability to work under great pressure at certain times;
- A cheerful and well-presented person, capable of inspiring confidence in colleagues, pupils and parents, and an effective public speaker;
- Excellent communication skills (oral, written and use of ICT);
- Outstanding organisational and administrative skills;
- Understanding of the nature of independent education and high expectations;
- Eager to learn and attend INSET as necessary;
- Aware of Health & Safety issues, particularly as they relate to co-curricular activities, and willing to comply with Health & Safety policy;
- Aware of the nature of the School and prepared to commit to its all-round ethos;
- A good sense of humour is essential;
- Willingness to work hard, with energy and enthusiasm, avoiding the Monday-Friday, 9-5 approach.