



## Job Description

### Role: Teacher of Classics & Latin (0.6)

*This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.*

<b>Location:</b>	
<b>Accountable to:</b>	The Teacher of Classics and Latin is directly responsible to and supervised by the Head of Classics. However, the Teacher of Classics and Latin may also receive instructions from the Head, who is responsible for the leadership and management of the College.
<b>Responsible for:</b>	n/a

#### Overall Purpose of the Job

The Teacher of Classics and Latin's primary purpose is to be responsible for the successful teaching of all pupils, helping them to achieve their individual potential and to work as part of a team to help achieve the overall aims of the College.

#### Main Duties and Responsibilities

##### Teaching Duties

- 47 periods a fortnight teaching standard classes is the norm for a full-time teacher but may not necessarily be the maximum (there is an allowance for Heads of Department).
- Planning courses, preparation of lessons, setting homework and marking pupils' work.
- Informally assessing and reporting pupils' academic development, progress and attitude.
- Making formal assessments, setting and marking examination papers and writing reports, as required.
- Taking responsibility for the welfare and safety of pupils.
- Promoting the general well-being of pupils, taking note of individuals' personal needs and communicating with the Form Teacher and/or Housemistress.
- Maintaining discipline and high standards of courtesy and appearance among pupils at all times and co-operating in this with all other members of staff.
- Taking care to see that the teaching room is a well-ordered and stimulating environment for learning.
- Attending Parents' Evenings and any other occasion sanctioned by the College, e.g. Options' Evenings, New Parents' Evening, Open Days, Speech Day, Achievement Assemblies, etc.
- Covering, as required, for absent colleagues.

- Periodically reviewing teaching methods; maintaining knowledge of the subject and expertise up to date; participating in arrangements for Performance Management, further training and professional development.

### **Non-teaching Duties**

- Arriving in school in time to read any messages or notices before assembly.
- Attending Assembly.
- Attending Parents' Evenings, Open mornings etc.
- Actively supporting school events as far as possible.
- Preparation and marking of the Entrance examination papers.

### **Taking part in the duty rota**

- Performing any specific duties, including those of a Form Tutor, as requested by the Head. These are arranged as equitably as possible, taking into account interests, abilities and other responsibilities.
- Making a regular contribution to the programme of extra-curricular activities.

### **General**

Owing to the presence of pupils in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from the College.

### **Training and Work Equipment**

The College will provide training or pay reasonable training costs where the need arises. "Everyday" work equipment and Personal Protective Equipment, if required, will be provided by the College.

## Person Specification

### Role: Teacher of Classics

Essential	Desirable
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good honours degree in related subject</li> </ul>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Postgraduate qualification</li> <li>• Evidence of relevant CPD</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to use data to identify strengths and address under-achievement</li> <li>• Good analytical and strategic thinking skills</li> <li>• Setting high standards for others and ensuring goals are achieved</li> <li>• Strong teaching ability, backed up by good and outstanding ratings</li> </ul>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Able to simplify complex issues and develop innovative solutions</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Use of innovative approaches to the development of teaching and learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of teaching Classics at Post-16</li> <li>• Experience of contributing to the efficient and effective development of staff and resources</li> <li>• Experience of contributing to development planning and to the process of continuous review and evaluation</li> </ul>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Thorough knowledge and understanding of current developments in teaching, learning, school culture and the curriculum</li> </ul>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• A strong moral purpose and drive for improvement</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Good sense of humour</li> <li>• Excellent interpersonal skills</li> <li>• A desire to develop yourself and those around you as individuals</li> <li>• Ability to work under pressure</li> <li>• Excellent record of attendance</li> <li>• Support for the Christian ethos of the College</li> </ul>	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Willingness to offer extra-curricular provision</li> </ul>