



# SALESIAN COLLEGE FARNBOROUGH

## Job Description

### TEACHER OF LATIN & CLASSICS

<b>Job Title:</b>	<b>Teacher of Latin &amp; Classics</b>
<b>Allowance:</b>	<b>MPS / TLR dependent upon experience</b>
<b>Line Management:</b>	<b>Reports to Deputy Headteacher - Academic</b>

Applications are invited from both experienced teachers and those new to the profession to lead a strong and successful Latin Department. For an NQT, statutory induction and full support is provided.

#### **Employment Duties:**

As set out in the current School Teachers' Pay and Conditions document and College Contract of Employment, having due regard to any policies of the Governing Body and the College.

The College and all its personnel are committed to safeguarding and promoting the welfare of children and young persons. All appointments are subject to Safer Recruitment guidelines, CRB and Health checks.

#### **Details of the Position:**

**There will be a vacancy for a full-time Teacher of Latin & Classics to be responsible for the Department from September 2012. The successful candidate should be a well-qualified graduate, capable of teaching the subject to 'A' level. The ability to teach Classical Civilisation would be an advantage.**

Latin is taught as a separate subject beginning at Key Stage 3 in Year 7 through to the Upper Sixth.

All students at Key Stage 3 have one 1 hour lesson per week. The text book followed is *The Cambridge Latin Course*.

Latin is a popular option for GCSE with one teaching group in each year. Again, students follow *The Cambridge Latin Course* at Key Stage 4. The department has followed the OCR syllabus for a number of years in which all students work towards a linear examination at the end of Year 11. The OCR course is also followed at AS/A2. Results have been consistently good across both GCSE and A Level.

The Latin Department currently consists of one full-time specialist who teaches in a purpose built classroom with inter-active white board and internet access. There is a small amount of additional Key Stage 3 teaching by a member of the MFL Department.

The College provides an enjoyable environment in which to work. The pupils are well disciplined, enthusiastic and respectfully friendly. The teaching staff foster a caring relationship with the pupils, and through academic study, sporting and cultural activities, and the scope to develop in posts of responsibility, the boys and girls emerge as rounded, well-educated polite young people. There are numerous opportunities for staff to contribute to the wider extra-curricular life of the College and new initiatives are encouraged.

The appointment of a new Teacher of Latin & Classics provides an opportunity for an energetic and well-qualified graduate to further develop this important curriculum area at Salesian College.

### **Particular Responsibilities:**

The duties of Teacher of Latin & Classics at Salesian College include:

- To teach a timetable as allocated.
- To set and mark homework as designated by College Policy.
- To teach Latin & Classics and to, wherever possible, instil a love of the subject and an enthusiasm for discovery in the students.
- To teach the subject up to GCSE and A Level.
- To lead on curriculum development in these subject areas.
- To be responsible for the smooth running of the department.
- To be responsible for the day-to-day departmental administration and documentation.
- To be responsible for evaluating and monitoring the work of the department.
- To be responsible for the production of suitable schemes of work for all year groups.
- To be responsible for the implementation of new curriculum developments as agreed with the Headmaster, Deputy Headmasters and Assistant Headmaster.
- To be responsible for the production of internal examinations.
- To ensure that good records are kept illustrating the progression of each student within your teaching groups.
- To manage resources efficiently and effectively.
- To be aware of all Health & Safety issues relating to the College and to exercise due regard to current Health & Safety regulations.
- To promote the continued development of the use and provision of ICT within the department and the College.

- To assist with visits to places of educational interest related to the subject.
- To attend INSET courses in order to further professional development
- To attend Departmental Meetings.
- To assist with the preparation of work for absent departmental colleagues who have been unable to do so.
- To carry out such duties as reasonably requested by the Headmaster, Deputy Headmasters, Assistant Headmaster.
- To cover for absent colleagues when requested to do so.
- To give written reports on the progress of students at mid-year, end of year or at any other time, as requested by the Headmaster, Deputy Headmasters or Assistant Headmaster.
- To attend parents' evenings and any other occasion sanctioned by the College, e.g. Options' Evenings, New Parents' Evening, Open Days, Prize Night, etc.
- To promote the development of each pupil's spiritual, moral, social and cultural welfare.
- To uphold the Salesian Ethos of the College and to support the application of the Preventive System of education.
- To pay due regard to the Staff Handbook, and to support College policies as approved
- To support the daily life of Salesian College.

The job description will be reviewed at the end of each academic year or earlier, if necessary. It may be amended at any time after consultation.