



## HEAD OF CLASSICS DEPARTMENT JOB DESCRIPTION

**Salary:** TLR 2b - £5,360 per annum

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### **Purpose:**

- To provide effective leadership and management of the Classics Department in order to ensure continued growth in student uptake, outstanding student progress and to develop the extensive range of extracurricular opportunities available to students.

### **Key Responsibilities:**

- Work with the FLACS Curriculum Leader to evaluate and optimise the quality of teaching and learning within Classics based on analysis of available data and observation of lessons where appropriate; take responsibility for any necessary change and improvement.
- To liaise regularly with and line manage the KS3 Classics Co-ordinator (if another colleague holds this responsibility) to optimise leadership of classical subjects at KS3.
- If there is no KS3 Classics Co-ordinator, to develop, implement and review high quality medium term plans and resources in Key Stage 3 Latin, Classics and Oracy.
- Develop, implement and review high quality medium term plans and resources in Classical Civilisation, Latin, Classical Greek and Ancient History for KS4 and KS5. These should be designed to be compliant with the requirements of current GCSE and A-Level syllabi.
- Be proactive in working to raise the profile of Classical subjects across the school.
- Be proactive in seeking out appropriate support and opportunities offered by government initiatives, such as the Latin Excellence Programme, universities, and other relevant organisations.
- Support, promote and develop the range of extra-curricular activities offered by the department.
- Model and seek opportunities to share examples of outstanding classroom practice.
- Develop, implement and review meaningful, appropriately challenging and regular assessment and homework tasks in classical subjects at KS4 and KS5.
- Analyse all relevant performance and behaviour data for classical subjects and co-ordinate any necessary interventions. Take responsibility for analysing the impact of these.
- Take specific responsibility for leading, managing, co-ordinating and monitoring the impact of academic interventions in classical subjects for students who are underperforming and in particular raising standards for key groups.
- Keep up to date with national developments in teaching practice and methodology in classical subjects.
- Take a leading role in promoting, managing and being responsible for high standards of student behaviour in the Classics Department.



# NOWER HILL HIGH SCHOOL

- Assist the Curriculum Leader in evaluating the effectiveness of teaching and learning, the subject curriculum, student progress and staff performance in order to inform future priorities for the faculty.

## **Other Duties**

1. To convene, chair and attend meetings as appropriate.
2. To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
3. To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
4. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



## MAIN SCALE TEACHER JOB DESCRIPTION

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At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, the highest standards of achievement for all students and the promotion of students' personal development and well-being. A subject teacher plays a key part in this provision by a commitment to the school's ethos, by working effectively in subject and pastoral teams and by delivering high standards of teaching and learning. In this way, s/he assists the school in reaching its targets and objectives.

### **JOB PURPOSE**

To teach students across the full age and ability range present in the school in order to ensure the highest possible standards of student achievement, personal development and well-being.

### **REPORTING**

The post holder will report to the relevant Head of Faculty/Department and Year Co-ordinator.

### **WORKING TIME AND CONDITIONS**

These will be as specified in the latest School Teachers' Pay and Conditions Document.

### **ACCOUNTABILITIES**

1. To be committed to and to promote the school's vision, aims, objectives and values.
2. 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
3. To maintain and contribute to the development of school policies.

Within school and subject policies, to:

- effectively teach National and School Curricula within the school's Teaching and Learning Policy
  - set appropriate homework
  - mark work, assess, record, track and report student progress, using available data
  - provide a stimulating learning environment
  - have due regard for maintaining health and safety and security in the areas s/he uses.
4. To be a member of a pastoral team and, if required, a form tutor, carrying out the associated responsibilities.
  5. To assist with the effective operation of subject and year teams by, individually and with others:
    - developing schemes of work, resources, teaching and learning strategies,
    - contributing to team review, monitoring and evaluation and the development of working practices,
    - participating in working groups, ad hoc projects,
    - taking part in other professional development activities,
    - attending meetings as necessary.
  6. To support the development of cultural capital in students by contributing to extra-curricular activities.

### **Other Specific Duties**

7. To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
8. To comply with any reasonable request from a leader/manager to undertake work of a similar level that is not specified in the job description.



# NOWER HILL HIGH SCHOOL

The job description is current at the date shown, but in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.