



Caistor Grammar School

Job description: Head of Classics (Maternity Cover)

Caistor Grammar School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

Salary: M1 £28,000 pa to U3 £43,685 pa

Hours: Full time

Contract type: Temporary to cover Maternity Leave (start date: 4th January 2023)

Reporting to: Assistant Head (Pastoral)

Main purpose

Day to day you will be responsible for the quality of teaching and learning in your department and will be line managed by a member of the Senior Leadership Team. The subject leader is required to show leadership in securing standards of excellence in teaching and learning and plays a key role in developing school policy.

Main Duties & Responsibilities

Curriculum – the strategic direction and development of the subject within the context of the school's aims and policies which guides subject policies, plans, targets and practices.

- Co-ordinating the work of the Classics department.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact with.
- Keeping abreast of developments in your subject, teaching methods, etc. and attending meetings and CPD by arrangement with the Headteacher, making use of any opportunities for inter-departmental initiatives and co-operation.
- Working towards the aims of the department; planning schemes of work for the department within the School's Curriculum Policy; producing, reviewing and updating the departmental documents as necessary; evaluating new syllabuses.
- Being familiar with all the subject requirements for Public Examinations and ensuring proper preparation of the students for them; organising the moderation of any coursework required.
- Liaising with the Examinations Officer in arrangements for Public and Internal School Examinations.
- Liaising with the Assistant Head (Operations) to plan for the timetable.

Resources – the efficient and effective deployment of Staff and Resources which identifies appropriate resources for the subject, ensuring that they are used efficiently, effectively and safely.

- Creating and deploying learning resources effectively; ordering textbooks and other material within budget provisions and keeping an account of departmental expenditure.
- Checking stock and resources and taking steps to ensure against unreasonable loss, wear and tear.

Students – securing and sustaining effective teaching of the subject, evaluating the quality of teaching and standards of students' achievements, setting targets for improvement.

- Ensuring high expectations of all students
- Encouraging interest in the subject and participation in fieldwork or other appropriate activities.

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All posts will be subject to an enhanced DBS disclosure, medical and reference checks.

All Pre-employment checks are in line with "Keeping Children Safe in Education"



- Encouraging high standards of work and drawing attention to achievement e.g, through classroom displays, exhibitions for Open Evenings and specifically for the Classics department.
- Designing, setting and managing homework, so that it is a valuable extension of class activities and encourages students to develop independent learning skills.
- Contributing to students' core skills of literacy, numeracy and IT capability
- Contributing to students' spiritual, moral, social and cultural development.

Line Management Duties & Responsibilities

Day to day management

- Managing the syllabus, resources, procedures for marking, reporting etc; supervising trainee teachers within the department (if appropriate).
 - Overseeing curriculum Health and Safety within the department.
 - Development of the department through CPD, professional organisations and active involvement in wider school activities.
 - Ensuring good communication and sending brief minutes to your SLT line manager as part of meetings.
 - Working towards the department's development plan and writing and reviewing the department's self-evaluation statement
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- Deadline for applications: **Friday 4th November, midday.**
 - Interviews TBC
 - Email: Charlie.coulston@caistorgrammar.com with your application. You must complete a **teaching staff application form** to apply for this role. [\[link\]](#) Your application cannot be considered if you do not complete the school form.
 - We reserve the right to interview before the deadline, if appropriate.
 - This appointment is temporary to cover for the maternity leave of another staff member. The latest estimated date of return is 4th January 2024 and this appointment is not expected to continue after this date. Should the member of staff concerned return or resign before this date then you will be given 28 days' notice of the appointment ending.

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Person Specification

If you don't have all of the experience listed above but are interested in applying, contact the Headteacher's PA Charlie Coulston Charlie.coulston@caistorgrammar.com to arrange a discussion with the hiring line manager

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">➤ Honours degree in relevant subject.➤ Post-graduate certificate in education.
Experience	<ul style="list-style-type: none">➤ Experience of teaching up to and including A level standard.➤ A record of successful achievement in teaching GCSE and A level students.
Skills and knowledge	<ul style="list-style-type: none">➤ Ability to lead by example.➤ The ability to function as an integral member of a teaching team.➤ Ability to inspire.➤ Sufficient knowledge and understanding of the subject to teach effectively up to A level standard.
Personal qualities	<ul style="list-style-type: none">➤ Motivation to work with children and young people.➤ Ability to form and maintain appropriate relationships and personal boundaries with children and young people.➤ Positive attitude towards authority and maintaining discipline.➤ Enthusiasm for and interest in developing your academic discipline➤ Ability to express thoughts and ideas clearly and accurately in speech and in writing.

Notes:

This job description may be amended at any time in consultation with the postholder.

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