



Woking High School

Inspire, Challenge, Achieve



Head of Latin
Application Pack
Autumn 2024



Woking High School

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For further information or to arrange a visit, please contact:

✉ recruitment@wokinghigh.surrey.sch.uk

☎ 01483 888 447

Head of Department - Latin

Pay	MPR/UPR + TLR 2.1
Contract Type	Permanent, Full Time
Start Date	Start of Autumn Term 2024
Job Description	Head of Department
Reporting to	Member of SLT

Closing date for applications: 5th March 2024 midday with interviews on 12th March.

If you are interested in this position, please apply as soon as possible as interviews will be held upon receipt of suitable applications.

Job Profile

We are looking for a passionate, experienced and well-qualified practitioner who is looking for an opportunity to provide strong leadership to our highly successful Latin Department.

The successful candidate will demonstrate a student-centred approach and a commitment to the school's Mission and Core Values, ensuring that teaching and learning is consistently good or better and that all young people, regardless of background and ability, make at least expected progress and that ambitious targets for student performance are met in all Key Stages.

It is essential to be a driven professional who will continue to develop an innovative and progressive curriculum in Latin lessons, which is supported by a vibrant programme of enrichment activities.

Purpose

To ensure that all students receive an excellent education, which provides them with the knowledge, subject specific skills and core values needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens.

To champion our core values: personal responsibility, excellence, kindness, resilience, engagement and inclusion with students to ensure they develop the characteristics of a Woking High School student.





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Key Responsibilities - Teaching

- Provide high quality teaching in the subject area whereby students make excellent progress over time and are suitably challenged.
- Actively promote student achievement through frequent teacher assessment and feedback.
- Actively seek contact with parents and carers to keep them informed of student progress.
- Maintain good order and discipline among students, safeguarding their health and safety on and off-site.
- Plan effective lessons which fulfil the requirements of the Department's curriculum, carefully considering the needs of students in each class.
- Contribute to the development of teaching, learning and assessment materials.
- Present and set homework in line with the school policy.
- Mark work in line with the department and school policy.
- Build effective relationships with students and take ownership of their learning, addressing underperformance through challenge and support.
- Keep well-informed about contemporary issues in teaching, learning and assessment and take responsibility for personal professional development, reflecting and reviewing own teaching.
- Take an active role in your own professional Development and that of others, where required.
- Adapt Teaching, Learning and Assessment to enable all students to access learning.
- Ensure assessment, recording and reporting practices are maintained at a high level that contributes to school progress.
- Provide high quality reporting to stakeholders.
- Ensure all work is conducted in line with school and departmental policy on health and safety.
- Ensure that the school's safeguarding processes and procedures are followed and regular training attended.
- Adhere to the "Teachers' Professional Standards" and the school's Code of Conduct.
- Participate in appropriate meetings with colleagues, parents and others in relation to all the above duties, including parent consultation evenings, Open Evening and Information Evenings.
- Take full responsibility for duties assigned to you including those of a Form Tutor.
- Support and participate in the social and extra-curricular life of the school.

Key Responsibilities – Middle Leadership Team Responsibilities

- Contribute to the overall strategic direction of the school, collaboration with other Middle Leaders and SLT;
- Maintain high standards of learning and student conduct beyond your own classroom;
- Work with the Senior Leadership Team to develop the school's vision, establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all students and staff;





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- Articulate and model the school's Mission, Core Values and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous school improvement;
- Embed ambition and drive within the department;
- Be accountable for the progress made towards meeting the schools' statutory targets and strategic objectives for student performance;
- Promote teamwork to ensure effective working relations;
- Communicate politely, effectively and appropriately with all stakeholders;
- Attend meetings with staff, parents and outside agencies, providing reports and information as required;
- Implement school policies and procedures;
- Organise school events as required;
- Manage any relevant budgets.

Key Responsibilities – Department Responsibilities

- Be accountable for the development and delivery of the department's curriculum;
- Develop teaching and learning within the department, promoting and implementing effective teaching and learning strategies;
- Develop and review all subject documentation, e.g. subject syllabi, resources, schemes of work, handbooks, policies, self-evaluation forms and development plans;
- Oversee the assessment and reporting of students' attainment and progress across all year groups within the department;
- Monitor and follow up on student progress across all year groups within the department, providing intervention when necessary;
- Rigorously quality assure the work and performance of the department, including regularly monitoring the quality of teaching to identify good practice and areas of improvement;
- Ensure that any member of staff delivering Latin lessons receives departmental and whole school induction and training and fully understands all relevant policies and their implementation;
- Address concerns raised by stakeholders in a timely manner following school policies and procedures;
- Analyse and evaluate internal and external performance data and take appropriate action in response;
- Identify department areas of strength and areas for improvement;
- Set departmental targets to address areas for improvement;





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- Oversee day-to-day management, control and operation of subject provision within the department, including effective deployment of support staff, students and physical resources;
- Manage the available finance, space and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget;
- Ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed in liaison with the relevant member of SLT;
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the relevant staff to secure appropriate cover;
- Oversee the department's internal and external examination arrangements, working closely with the Examinations Officer;
- Ensure the maintenance of accurate and up-to-date departmental data on the school management information system;
- Ensure that any member of staff teaching Latin is familiar with departmental aims and objectives;
- Regularly disseminate information to stakeholders;
- Lead the development of effective subject links with partner schools and the community, attending where necessary meetings/events in other establishments;
- Promote the department at Open Days/Evenings and other events, collecting and producing materials for marketing purposes;
- Offer additional learning opportunities for students which include extra-curricular activities, out of school experiences and/or visits;
- Keep up-to-date with and respond to national developments in the subject area, and teaching practice and methodology.





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Whole School Responsibilities

- Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of Woking High School.
- Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations.
- Play an active role in developing and implementing a vision for your area of responsibility in line with the mission and core values of the school.
- Be aware of and observe all policies, procedures, working practices and regulations.
- Uphold our commitment to safeguarding and to promote the wellbeing of children.
- Contribute to a culture of continuous improvement.
- Comply with all reasonable management requests.

Other

- Maintain the confidential nature of information relating to the school, its students, parents and carers.
- Model professional behaviour and attitudes in and outside of the school to ensure the highest standards of appearance and conduct are met.
- Always strive to improve own knowledge and skills by partaking in whole school professional development and taking advantage of CPD opportunities on offer.
- Carry out such duties as are reasonably required by the Headteacher.





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	Essential	Desirable
Qualifications and Training		
GCSE Maths and English (Grade A-C) or equivalent.	✓	
Education to degree or equivalent level + QTS.	✓	
A higher degree in a relevant discipline.		✓
Other accredited courses relevant to the role.		✓
Evidence of continuing and recent professional development.	✓	
Completion of Middle Leadership training or other leadership qualification.		✓
Knowledge and Experience		
Advanced knowledge of National Curriculum and reformed GCSE requirements.	✓	
ICT skills that reflect the impact of technology on modern classrooms.		✓
Ability to teach outstanding lessons, leading to excellent outcomes for students.	✓	
Good knowledge and understanding of the range of needs experienced by young people.	✓	
Ability to use educational data and strategic information to raise student attainment.	✓	
Knowledge and understanding of safeguarding issues and how to address these.	✓	
Experience of leading with successful outcomes in attainment and student progress.		✓
Ability to understand and demonstrate effective budgetary control.		✓
Recent secondary school experience, demonstrating ability to teach KS3 and KS4 effectively in subject area.	✓	
A sound knowledge and understanding of current curriculum developments.	✓	
Willingness to contribute to the pastoral work of the school.	✓	
Leadership and Management		
Positive attitude towards change; innovative and self-reflective.	✓	
The ability to plan and prioritise, to complete tasks efficiently on time and to work with detail.	✓	
The ability to motivate and enthuse colleagues.	✓	
Excellent communication and interpersonal skills.	✓	
Experience of building and maintaining effective relationships.	✓	
Resilient when faced with difficult situations.	✓	





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Ability to set clear expectations, to demand high standards and to hold others to account.	✓	
Experience of leading, managing and developing a team.		✓
Experience of delivering presentations and training colleagues.		✓
Experience of communicating effectively to a variety of audiences, both orally and in writing, with the ability to communicate logically, concisely and persuasively.	✓	
Ability to chair meetings effectively and delegate.		✓
Recent experience of middle leadership.		✓
Personal Qualities and Skills		
Evidence of the highest levels of personal and professional integrity.	✓	
Excellent interpersonal and communications skills, both written and oral (students, parents, staff, outside agencies).	✓	
Reflective practitioner who is always striving to develop professionally and who is proactive in solving problems when they occur.	✓	
The ability to act as an excellent role model for staff and students.	✓	
Excellent attendance and punctuality.	✓	
Ability to work under pressure and meet deadlines.	✓	
A calm and resilient nature, with a sense of humour.	✓	
Initiative and problem-solving skills.	✓	
Ability and willingness to work flexibly to meet school needs.	✓	
Willingness to take part in extra-curricular activities, including trips and visits, and to make a significant contribution to the wider life of the school.	✓	

Key: A = Application, I = Interview and Assessment, R = Reference, C = Certificate

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You are welcome to telephone the school on 01483 716884 for an informal discussion. Application packs can be downloaded from our website www.wokinghigh.surrey.sch.uk

Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/>. By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index. The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

