



WELLESLEY
HADDON DENE
SCHOOL

Job Description	
Wellesley Haddon Dene School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.	
Post title	Latin Teacher
Remuneration	Commensurate with experience
Hours of work	6 Hours a week over 3 days.
Responsible to	Headteacher
Main Responsibilities:	<ul style="list-style-type: none">• To work across the school from nursery to Senior school delivering high quality language lessons.• To manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.• To ensure continuity, progression and cohesiveness in all teaching.• To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.• To set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.• To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.• To work effectively as a member of the Department team to improve the quality of teaching and learning, developing and sharing resources.

	<ul style="list-style-type: none"> • To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement. • To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem. • Working with the Pastoral Leader and wider pastoral team to encourage good behaviour and a positive attitude from all students. • To support Sixth Form students with EPQ projects yearly and when requested • To liaise with colleagues to ensure high standards in every lesson delivered. • Part of this role will involve safeguarding responsibilities including the reporting of any safeguarding concerns to the Designated Safeguarding Team’ <p>This list is not intended to be exhaustive and you may be required to undertake other reasonable duties as Wellesley Haddon Dene School requires from time to time.</p>
<p>Monitoring, Assessment, Recording, Reporting, and Accountability</p>	<ul style="list-style-type: none"> • To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge. • To contribute towards the implementation of Individual Pupil Profiles, particularly the planning and recording of appropriate actions and outcomes related to set targets in liaison with the SENCO. • To assess pupils’ work systematically and use the results to inform future planning, teaching and curricular development. • To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents. • Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
<p>Subject Knowledge and Understanding</p>	<ul style="list-style-type: none"> • To have a thorough and up-to-date knowledge and understanding of the programmes of study, level

	<p>descriptors in use and specifications for examination courses.</p> <ul style="list-style-type: none"> • To keep up to date with research and developments in pedagogy and the subject area.
<p>Professional Standards and Development</p>	<ul style="list-style-type: none"> • To be a role model to pupils through personal presentation and professional conduct. • To arrive in class, on or before the start of the lesson, and to begin and end lessons on time. • To cover for absent colleagues as is reasonable, fair and equitable. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety. • To establish effective working relationships with professional colleagues and associate staff. • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures, including taking advantage of all Inset and other training offered. • To be involved in extra-curricular activities such as making a contribution to after-school clubs, revision sessions and visits. • To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To train in basic first aid. • To be familiar with and implement the relevant requirements of the current SEN Code of Practice. <ul style="list-style-type: none"> ○ To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: ○ have SEN;

- are gifted and talented;
 - are not yet fluent in English.
- To uphold the school's core values.

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none"> • QTS 	<ul style="list-style-type: none"> • Proven commitment to continued personal development. 	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> • Relevant teaching experience. • Designing and implementing inspirational and engaging schemes of work. • Of using a number of assessment, recording, and planning strategies. • Experience managing challenging behaviour. • Experience using a number of varied resources to deliver their lessons. 	<ul style="list-style-type: none"> • Preparing pupils for their 11+ exam. • Experience of the independent school sector, and how individual schools operate within. • Experience leading a subject area. • Experience dealing with pupils with SEN. 	Contents of the Application Form Interview Professional references
Skills:	<ul style="list-style-type: none"> • An ability to communicate effectively both orally and in writing. • An ability to devise and implement a range of teaching strategies to promote learning and enjoyment of a 	<ul style="list-style-type: none"> • Good IT skills and an ability to use ICT to good effect in the classroom. 	Contents of the Application Form Interview Professional references

	<p>subject, for all students of varying abilities.</p> <ul style="list-style-type: none"> • An ability to carry out administrative tasks accurately and efficiently to meet tight deadlines. 		
Knowledge:	<ul style="list-style-type: none"> • Excellent, up to date, working knowledge of the National Curriculum and how independent schools operate within it. • Know a range of assessment approaches, and how to use the data collected from it to best benefit the pupil. 	<ul style="list-style-type: none"> • A specialism in teaching Latin • Good IT skills and an ability to use ICT to good effect in the classroom. 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities:	<ul style="list-style-type: none"> • A genuine enthusiasm for the specialist subject(s) being taught and a desire to communicate this to students. • A commitment to overcoming barriers to learning. • An ability to inspire confidence. • A positive attitude to the use of authority and maintaining student discipline. • An ability to strike a good professional rapport with students, staff and parents. • Being a positive role model. • An interest in contributing to the extracurricular life of the school. 		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>