



PORT · REGIS

Head of Classics

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

We are seeking to appoint a Head of Classics. The successful candidate will have an inspirational teaching style, excellent communication and organisational skills and an unstinting belief in the benefits of instilling a love of Classics and learning in every child.

This is an exciting opportunity for an inspirational and passionate teacher to join our talented team. Port Regis is widely considered one of the country's leading prep schools and recently received an outstanding ISI inspection report. But there is no resting on laurels, and we are ambitious to move the school forwards, blending our strong traditions with innovative new ideas.

Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm. The successful applicant will be an inspirational Classics teacher, with a strong track record.

Our Classics Department

Latin is studied by all children in Year 6 and the vast majority in Years 7 and 8. Pupils are prepared for the Common Entrance exam – at Levels 1, 2 or 3 depending on proficiency – or a senior school scholarship paper. In Year 6, we follow book 1 of the Cambridge Latin Course while in Years 7 and 8, we use a variety of textbooks which are compliant with the ISEB Common Entrance syllabus (predominantly those authored by former chief examiner Bob Bass).

In Year 7, pupils are given a taster of Ancient Greek during class time and later have the option to continue their studies in Year 8, whether for personal enjoyment or with a view to offering Greek as part of their senior school scholarship candidacy or for CE.

In Year 8, we have a small cohort of non-Latinists who receive an hour a week of Classical Civilisation teaching. We do not currently enter pupils for the Classical Civilisation CE paper.

This is a department which aims at stimulating all pupils to extend their knowledge and interest, and we hope that they will develop an enthusiasm for the subject, which they will carry with them to their senior schools.

Remuneration and Benefits

Port Regis has its own competitive salary scale and pension options, details of which will be discussed at interview or can be requested from our HR Manager. Salaries may be enhanced by a generous allowance for staff who play a full part in the life of this busy boarding school. Accommodation may also be made available on site for candidates who would like to contribute to boarding duties (please contact the HR Manager for further details). The successful candidate can also expect:

- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall when working during term time.
- A generous school fees discount.
- To join a delightful team and exceptional working environment.

Start Date

January 2024.

Hours of Work

This role has the potential to be part-time or full-time. Please specify your preference in your covering letter.

Job Description

Reports to: Senior Deputy Head (Academic)

These details are subject to change as the Headmaster or any person acting on behalf of the Headmaster may reasonably direct.

- Teach Latin and (preferably) Greek up to Year 8 Common Entrance/Scholarship standard. Plan and deliver stimulating lessons that are pleasurable and exciting.
- Oversee and develop the work of the Department. This should include, but not be limited to, the following:
 - Designing the curriculum.
 - Encouraging and maintaining high teaching standards and acting as a role model to colleagues in and out of the classroom.
 - Engaging in regular lesson observation with teaching colleagues in your and other departments.
 - Supporting other members of the department in developing high standards and a range of teaching styles.
 - Ensuring that all members of the department share an understanding of what constitutes effective Classics teaching and that this is consistently implemented.
 - Appraisal members of the department in accordance with the school's appraisal policy.
 - Developing and overseeing the delivery of the Departmental Handbook, including the Scheme of Work and Development Plan.
 - The writing of reports and other assessments, in conjunction with the Senior Deputy Head (Academic).
 - Keeping aware of external curriculum developments and taking opportunities to learn from other schools through formal and informal contacts, conferences etc.
 - Analysing pupil performance throughout the year to identify strengths and weaknesses and acting upon that information.

- Assess pupils' work effectively and report accurately on their development, progress and attainment.
- Liaising as appropriate with the MFL department.
- Introducing initiatives in the Department and encouraging and assisting initiatives from other members of the Department; educational visits to sites of classical interest and importance would be very much encouraged.
- Providing members of the Department with information on suitable training courses.
- Assisting the Deputy Head Academic in the deployment of teachers in the department to classes.
- Disseminating information to members of the Department concerning external curriculum developments, especially Common Entrance and Senior Independent School scholarship exams; keeping aware of such developments and taking opportunities to learn from other schools through formal and informal contacts, conferences etc.
- Chairing regular departmental meetings.
- Overseeing the Department's setting and marking of internal Classics exams and the writing of reports and other assessments, in conjunction with the Head of Exams and other members of the Department.
- To further develop the well established Classics Trips in conjunction other members of the team involved in the Classics Trips;
- Ensuring the proper preparation of Common Entrance candidates and academic scholars.
- Working closely with the Head of Learning Support to ensure children with learning support needs are identified and supported both in and out of mainstream Classics lessons.
- Working effectively with other HoDs.
- Developing cross curricular opportunities.
- Overseeing and developing all the department's educational resources. This will include submitting an annual "budget bid" to the Bursar.
- Maintain an attractive and stimulating teaching environment.
- Attend Head of Department, calendar and all other necessary staff meetings.
- Represent the views and policies of the Department at such events as parents' forum, governors' meetings etc.
- Liaise with parents/tutors/teaching staff over matters relating to the teaching and organisation of Classics in the school.
- Write Governors' reports and other such reports required by the Headmaster.
- Provide regular content for parent newsletters and external audiences as required.

- Undertake professional development as required.
- Contributing to the PR Plus Enrichment programme on Saturday mornings in alignment with all other teaching staff (a maximum of 13 Saturdays per year for full-time staff, pro-rated for part-time staff).
- Be available to communicate with parents, governors, feeder/senior schools and other groups or individuals on departmental matters.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Work with the Communications and Development team to promote the School.
- Safeguarding and compliance with our Child Protection Policy.
- Adhere to the school's policies as contained in the Staff Handbook.
- Undertake any other duties as may reasonably be required by the Headmaster.
- Contribute to the wider life of the school. This will include tutoring, after school hobbies, prep, cover duties, break/lunch supervision, games or occasional weekend duties, INSETs, events and parents' meetings.

Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- Passionate about Classics and the benefits for all children
- Ability to deliver a high quality, innovative and inspiring Classics provision for children of all abilities
- Excellent communicator (verbal and written) and ability to develop strong links with children, parents and colleagues
- Ability to develop and motivate pupils and colleagues
- Excellent behaviour management, ICT and organisational skills
- Patience and a sense of humour
- Flexible and calm under pressure

Desired

- A teaching qualification (QTS, PGCE, BEd or equivalent)
- Experience of teaching children from ages 7-13

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our HR Manager, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 08.30 on Wednesday 7 June 2023**. **Early applications are encouraged**. We would be interested to know of any additional skills or experience you could bring to the school e.g. French, Spanish, sports coaching etc. Please provide any relevant details in your covering letter. Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application.

Equality, Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Titus Mills
Headmaster

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.