



Job Title	Head of Classics and Latin
Reporting to	The Principal

Job Purpose
The role of the Head of Department is to lead and manage their department in keeping with the ethos of the College. The Head of Department, as a manager in the school organisation, will support the Principal and the College Leadership Team in striving to promote the aims of the College and setting the highest standards in all aspects of school life.

Head of Department Duties and Responsibilities
• Encouraging well-being amongst pupils • Promoting a Jesuit ethos ('cura personalis') amongst pupils and staff in the Department • Showing an understanding of current strengths and areas in need of development, and thereby lead, manage, direct, motivate and influence the work of the Department • Ensuring that College policies including, but not limited to, Safeguarding and Health and Safety are implemented within the Department • Acting as line manager for appropriate staff within the department and ensure collegiate and effective working practices, including the induction of new staff • Keeping up to date with research on pedagogy within your subject area and education in general • Leading the ongoing development of the curriculum and encouraging the Department in a continual process of self-review • Monitoring and driving improvements in the work of the Department including academic performance in external examinations, the quality of learning, teaching, assessment and reporting • Being proactive in liaison between pupils, teachers, parents and pastoral staff, taking action to secure improvement where appropriate • Assisting in the identification of students at risk of underachievement and ensuring that appropriate interventions are in place • Planning, delegating and evaluating work carried out by members of the department • Organising effective Departmental Meetings, e.g. preparing agendas and minutes • Evaluating and updating the Departmental Improvement Plan annually in line with the College's planning cycle

- Managing the resources of the Department including the departmental budget
- Preparing and updating the Departmental Handbook and website information about the department
- Preparing and updating Schemes of Work
- Leading the Department in the administration of tests and examinations;
- Encouraging continual professional development (CPD) in the Department and maintaining up-to-date records of PRD of members of department
- Ensuring the delivery of outstanding outcomes in line with the College's very strong academic achievements and expectations
- Maintaining close liaison with bodies that promote the subjects taught in the department nationally
- Developing and ensuring the effective delivery of the College's programme of Co-Curricular related activities
- Supporting classroom cover within the Department
- Liaising with Senior Leadership link to ensure a clear line of communication;
- Undertaking such other duties and responsibilities as the Principal or Senior Leaders may reasonably require

Main Teaching Duties and Responsibilities

The Head of Department will perform the role of teacher and will be responsible for supporting and developing those in the department to carry out the following:

- Teaching assigned classes together with associated preparation
- Delivering a curriculum that engages and motivates students
- Supporting and assisting in the development of aspects of the departmental improvement plan
- Assessing, recording and reporting on the work of pupils
- Preparing pupils for examinations in line with latest guidance
- Providing advice and guidance to pupils on issues related to their education
- Promoting and safeguarding the health, welfare and safety of pupils
- Working in partnership with other teachers to ensure a seamless transition for shared classes
- Working in partnership with parents, support staff and other professionals
- Undertaking appropriate and agreed continuing professional development
- Participating in issues related to school planning, raising achievement and individual review
- Contributing to the wider needs of the school and to the spiritual and religious experience of pupils

The Person

Classics is an exceptional department within the College, consistently achieving outstanding results and proving popular with students and parents alike. Uptake is strong at all levels in both Latin and Classical Studies, through to Advanced Higher. The department is dynamic, innovative and progressive, fostering an atmosphere of achievement, enjoyment and success. The department prides itself in achieving outstanding results in SQA examinations, but equally important is the sustaining and fostering of a passion for learning in all pupils.

This is an exciting role for a Head of Department who will lead and manage their team in keeping with the ethos of the College and will support the Principal and Leadership Team in striving to promote the aims of the College and setting the highest standards in all aspects of school life.

The Head of Classics and Latin will be passionate about motivating young people and ensure that teaching and learning is innovative and progressive, leading to exceptional outcomes for our young people. Staff are encouraged to develop lessons that will inspire and motivate pupils to reach their full potential. We would look to the successful candidate to pursue a variety of pedagogical approaches in class and develop resources to support lessons and courses. St Aloysius' College also encourages staff to take advantage of continuous life-long professional learning opportunities to update their skills and improve their knowledge.

Qualifications and Experience

Essential

- Appropriate subject qualifications
- GTCS Registration in Classics and Latin
- Relevant current teaching qualification
- Experience of presentation for National Qualifications
- Evidence of an ability to plan coherent, progressive and stimulating teaching programmes matched to individual pupils' needs
- Ability to incorporate a range of innovative and creative teaching strategies and methodology

Desirable

- Experience of marking for National Qualifications

Skills & Knowledge

Essential

- Evidence of an ability to organise and manage classes and resources to achieve appropriate, safe, stimulating and meaningful learning experiences for pupils

- Involvement in producing effective curriculum materials for all ages and abilities
- Can manage pupil behaviour and classroom incidents fairly, sensitively and consistently
- Promotes positive behaviour and can seek and use the advice of colleagues
- Can evaluate and justify the approaches taken to managing pupils and, when necessary, take effective action to improve them
- Strong understanding or willingness to quickly acquire an understanding of Jesuit teaching and educational values and how these impact and enhance the learning experience at St Aloysius
- Strong ICT skills with an understanding of how technology can facilitate learning and drive attainment

Desirable

- Involvement in producing effective curriculum materials for all ages and abilities

Personal Qualities

Essential

- Evidence of an ability to communicate clearly, making skillful use of a variety of media including ICT
- Can interact productively with pupils, individually and collectively
- Evidence of reflective practice demonstrating sensitivity to the impact of their personal style of communication on pupils and others in the classroom
- Builds positive relationships with parents, professional colleagues, the wider community and other agencies