

## **Job Description Latin Tutor**

### **Purpose:**

- To deliver a Latin curriculum that inspires students with a love of the subject and enables them to progress through a programme of work at KS3 and on to successful completion of their Latin GCSE and A level for those that want to progress to that level.

### **Reporting to:**

- Allocated Head of Department

### **Responsible for:**

- Students electing to study Latin.

### **Liaising with:**

- Form tutors, senior leaders, administrative staff etc. as appropriate.

### **Working Time:**

Hours dependant on student demand, but expected to be between 8 and 10 each week.

### **Salary / Grade:**

Unqualified teacher pay spine or Main Teacher Pay Spine in accordance with qualifications and experience.

**DBS Disclosure Level:** Enhanced

## **MAIN (CORE) DUTIES**

### **Curriculum Planning:**

- To lead on the development of an appropriate Latin curriculum, culminating in the provision of GCSE/A Level for those students wanting to study at that level
- To plan and prepare courses and lessons.

## **Staffing**

### **Staff Development:**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development as appropriate
- To continue personal development in the relevant areas including subject knowledge and teaching methods.

### **Recruitment/ Deployment of Staff**

- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

### **Quality Assurance:**

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

**Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

**Communications:**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

**Teaching:**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/oral and diagnostic feedback as required.

**Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively to school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as may be required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## **PERSON SPECIFICATION**

### **QUALIFICATIONS AND EXPERIENCE**

- QTS Status [desirable]
- A-Level qualification in Latin OR a degree/related degree in Latin
- Experience in supporting secondary age students in academic study

### **SKILLS AND ABILITIES**

- High level of written and oral communication skills
- Evidence of successful tutoring for 11-16 year olds
- Ability to monitor, evaluate and review pupils progress
- Ability to encourage and promote positive behaviour strategies and constructive handling of matters of concern
- An awareness, understanding of and commitment to equality, diversity and inclusion, diversity