



# ST JOHN'S BEAUMONT PREPARATORY SCHOOL

OLD WINDSOR



Head of Latin

Candidate Information Pack

April 2024





## ABOUT THE SCHOOL

St John's Beaumont is a Day and Boarding Preparatory School for boys aged from 3 to 13 set within 75 acres of established woodland and playing fields adjacent to Windsor Great Park.

This is a very special place to work and to learn. Our pupils are offered every possible opportunity to excel in a wide variety of areas, both academically, but importantly also in the wider curriculum as well. St John's naturally suits those who are open-minded, spiritual, compassionate but also importantly critical thinkers.

Founded as a Roman Catholic (Jesuit) school, our spiritually and culturally rich tradition informs the qualities we seek to nurture and develop in our pupils, who progress to a range of senior schools such as Charterhouse, Eton, Harrow, Oratory, Stonyhurst, Wellington & Windsor Boys, with many receiving scholarships.

Our beautiful school buildings were designed in 1888 by John Francis Bentley who rose to fame as the architect of Westminster Cathedral in London. The School enjoys first class facilities including a purpose-built sports centre, indoor and outdoor cricket nets, floodlit tennis courts, a golf putting green and driving range, an indoor swimming pool and over 50 acres of playing fields. St John's enjoys a strong reputation for sport, with a strong rugby and swimming tradition, as well as cricket, football, golf, and rowing; as well as music and the performing arts.

## SAFEGUARDING

St John's Beaumont is committed to ensuring the safety of its pupils and as such any successful candidate will be subject to an enhanced check (including Barred List check) by the (DBS) Disclosing and Barring Service. The school is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the School. The School may be required to perform online searches on shortlisted candidates, including Social Media pages.

## EQUALITY AND DIVERSITY

St John's Beaumont is a welcoming environment. The school promotes the concept of equal opportunity for all and recognises the need to counteract ideas and instances of individual and institutional discrimination on the grounds of race, ethnic origin or colour, gender, age, disability or sexual orientation. We value and treat all people with dignity and respect.

We aim to encourage, value and manage Equality, Diversity and Inclusion. We oppose all forms of unlawful and unfair discrimination, harassment or victimisation. We are striving to attain a workforce that representative of society to ensure we secure the widest pool of talent available. Applicants whose backgrounds are underrepresented in the sector are encouraged.

It is our aim to ensure that no job applicant or employee receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender, marriage / civil partnership, pregnancy/ maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).





## WORKING WITH US

Thank you for your interest in joining St John's Beaumont. We place great value on our staff and offer a welcoming, collaborative community, where all colleagues are valued and treated with respect and dignity. We offer a range of benefits and competitive terms and conditions. The information below is non-contractual but aims to give you an overview of the post.

## BENEFITS

**PENSION** After successful completion of 3 months employment, you will be automatically enrolled into the School's Pension Plan.

**HOLIDAYS** As a term-time only role, you will be expected to take holiday during the school holidays. The school terms run across roughly 36 weeks of the year.

**SICK PAY** On successful completion of your probation period, staff are eligible for sick pay under the School's occupational sick pay scheme.

**MEALS AND REFRESHMENTS** During term time a freshly prepared, nutritious lunch is available as well as refreshments during your working day, free of charge.

**PARKING** There is ample free on-site parking available.

**STAFF FACILITIES AND SPORT** Various sports facilities are available on site that can be used by staff at agreed times during the week, including the sports hall, swimming pool and gym. Various school social events and functions are organised throughout the year.

**INDUCTION AND STAFF TRAINING AND DEVELOPMENT** You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

**DISCOUNTED SCHOOL FEES** At the discretion of the Headmaster and Bursar, staff may be eligible a discount on day fees should their child be accepted into the School. This discount is on a pro-rata basis for part-time employees.

**STAFF AND WELLBEING** You will be offered free membership of our Employee Assistance Programme and are also exploring other wellbeing initiatives to support our staff.

**FLEXIBLE WORKING** The school recognizes the need for a manageable work-life balance and the importance of family life, and aims to facilitate flexible

**SCHOOL LIFE** All staff are encouraged to participate in school life, which could include exciting opportunities, such as accompanying school trips overseas.





## JOB DESCRIPTION

<b>Job Title</b>	Head of Latin
<b>Group</b>	Classics
<b>Reports to</b>	Deputy Head Academic
<b>Responsible for</b>	-

### JOB PURPOSE

The Head of Latin liaises closely with the Deputy Head Academic and other Heads of Department to monitor and develop the academic curriculum, including rigorous marking and assessment procedures. The successful candidate will be responsible for delivering an engaging curriculum, and will need to understand and respond to the academic, emotional and intellectual needs of the pupils, with particular reference to successful learning styles and motivation, ensuring that Latin is recognised as a strength within the School.

The Head of Latin will contribute also to the wider life of the school, including participation in extra-curricular activities. As this is a part-time role, the degree of involvement is negotiable. There will also be capacity to extend this role further, should the chosen candidate also teach information technology in addition to Latin.

### ROLE SPECIFICATION:

- Start Date: September 2024
- Working hours: part time at around 50% capacity, term time only. There is also scope to extend this role to a full-time position, should the chosen candidate also able to teach Information Technology.
- Salary: depending on experience.

### ROLE OVERVIEW:

#### Job Description

- Follow guidelines, policies and school philosophy as laid out in the Staff Handbook and Family Handbook.
- Teach Latin across Year 6 to Year 8.
- Set teaching and assessment standards within the Latin Department.





- Liaise with senior schools on entrance criteria, particularly for scholarship candidates.
- Lead and develop whole department policies.
- Fully support the School's aim to provide a relevant and stimulating syllabus that will engage and motivate pupils.
- To share supervisory duties at morning and lunch break and at the end of the day on a rota basis.
- Coach games where appropriate.

### **School Culture**

- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures.
- Help develop a culture and ethos that is utterly committed to achievement.
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.
- Vision aligned with St John's Beaumont's high aspirations and high expectations of self and others.
- Helping to maintain/establish discipline across the whole school.
- Fully support the religious life of the school through events including organizing subject assemblies

### **Other Duties:**

- Support school events (e.g. Sports Days, Open Days), including occasional weekends and attend all inset days and new staff induction training.
- Always promote safeguarding and the welfare of the children in the school's care, in accordance with the school's safeguarding policies.
- Be conversant with and adhere to the school's Child Protection & Safeguarding, First Aid and Data Protection policies.
- Uphold the ethos and values of St John's Beaumont School.
- Undertake additional training for the better performance of duties.
- Any other reasonable task as directed by the Deputy Head Academic and Headteacher.





## Person Specification:

	Essential	Desirable	/
<b>Knowledge</b>			
<ul style="list-style-type: none"> <li>Knowledge of Primary or Preparatory School/Education environment (children aged 7 – 13)</li> </ul>		D	
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Experience in working with School age children in an Independent School environment</li> </ul>		D	
<ul style="list-style-type: none"> <li>Experience of teaching Latin</li> </ul>		E	
<ul style="list-style-type: none"> <li>Preparing pupils for 13+ academic scholarships</li> </ul>		D	
<ul style="list-style-type: none"> <li>Preparing and working with gifted and talented children</li> </ul>		D	
<ul style="list-style-type: none"> <li>Experience teaching children with mild learning difficulties</li> </ul>		D	
<b>Skills &amp; Personal Qualities</b>			
<ul style="list-style-type: none"> <li>Prioritises the safety and wellbeing of the pupils at all times,</li> </ul>		E	
<ul style="list-style-type: none"> <li>Able to support the religious life of the School and to be sympathetic to the Jesuit educational ethos</li> </ul>		E	
<ul style="list-style-type: none"> <li>An excellent communicator, orally and in writing, with pupils parents and other staff</li> </ul>		E	
<ul style="list-style-type: none"> <li>Willing to play a pro-active role in the development of ICT to enhance teaching.</li> </ul>		D	
<ul style="list-style-type: none"> <li>Willing to attend courses and conferences</li> </ul>		D	
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>Educated to degree standard</li> </ul>		E	
<ul style="list-style-type: none"> <li>Degree qualification in Classics</li> </ul>		D	
<ul style="list-style-type: none"> <li>Qualification and/or training that is relevant to the teaching of Information Technology</li> </ul>		D	





## HOW TO APPLY

Please contact Miss Francesca Purdie in the Bursar's office [bursarsoffice@sjb.email](mailto:bursarsoffice@sjb.email) for an application form.

### CLOSING DATE

Monday 13<sup>th</sup> May at 10.00am

We reserve the right to close the application deadline early, and make an appointment before the closing date.

