

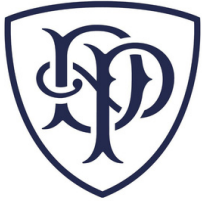


DULWICH PREP LONDON
Values & Academic Excellence since 1885



HEAD OF CLASSICS

CANDIDATE INFORMATION



HEAD MASTER'S WELCOME

Dear Candidate,

I am honoured to be Head Master of Dulwich Prep London and introduce you to this incredible school. For more than 135 years, the school has inspired generations of boys aged 3 to 13 (and Nursery aged girls) to fulfil their dreams and aspirations.



We are privileged to have developed a specific pedagogy that enables critical thinking, encourages exploration, and facilitates engaging communication skills while recognising that each child is on their journey of discovery.

We passionately believe in the whole child. Therefore, the broad and enriched education that we provide will enable our pupils to go beyond the expected and toward the exceptional.

We seek to work in partnership with parents and carers to embed the Dulwich Prep London Values, first and foremost, as this underpins the character skills required in our fast-paced modern world.

This expectation enables each child to put empathy and compassion at the forefront of their decision making. It is the catalyst for each child to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond.

We look forward to receiving your application.

A handwritten signature in black ink that reads 'Louise Davidson'.

Louise Davidson
Head Master



OUR ETHOS AND AIMS

Our school's priority is the wellbeing and happiness of our pupils. Each child's sense of belonging is paramount to their success and the school's continuing success.

Our pupils are challenged in their pursuit of excellence, and we support each child to find what they are good at. Each child's sense of belonging is integral to their continued success in our school and future success in life.

We want our pupils to leave us having experienced the very best in pastoral care, teaching and learning, having enjoyed the most dynamic and demanding academic and co-curricular programmes, and having made friends for life.

In preparing our pupils for today and the future, we want to instil a sense of environmental awareness and empower each child to become a responsible world citizen.

These are the key building blocks for the school, but our Values act as the cement that bonds everyone and everything together.

Our Values create Dulwich Prep London's special atmosphere.



LOVE



COURAGE



GRATITUDE



HUMILITY

OUR VALUES

Dulwich Prep London inspires excellence, and our pupils' character measures our greatest success.

Our Values sow the seeds of possibility in each child's mind, heart, and spirit and create the right culture and conditions to allow these possibilities to flourish and become real.

Everything we do sits upon our Values system. The eight recognised and explicitly taught Values weave across every year and deliver a deepened sense of empathy and the drive to be change-makers.

These values teach our pupils how to be kind and offer help where it is needed; to play fair and tell the truth no matter who is listening; to join in and play their part whilst letting others be heard; to appreciate the world around them and how valuable their contribution is and to always have a go.

Our expectations are high: those attending Dulwich Prep London go on to be citizens of the world, have a strong moral compass, and adapt to the rapidly changing environment of modern society.

Our children thrive, and we ensure that every opportunity is created for them to do so. Yet, no day is taken for granted.



JUSTICE



SERVICE



SELF-DISCIPLINE



HONESTY

ABOUT US

Since 1885 Dulwich Prep London has been at the forefront of preparatory schooling in England. Generations of boys and Nursery-aged girls have benefited from a school with a rich history, is forward-thinking, has embraced change, kept pace with pedagogy and technology, and is, above all, passionate about the individual learning journey of every one of our pupils and staff members.

We are the largest boys' independent preparatory school in the UK with an enrolment of 840 pupils between the ages of 3 and 13. We are a selective school in two important ways. Firstly, our pupils generally sit in the top 10% nationally based on their scores on standardised tests. Secondly, and arguably, more importantly, we look for children who will thrive at the Prep and make the best of everything we offer.



50+
Senior School
Destinations



200+
Scholarships
Awarded
2020-2022

150+
Co-curricular
Clubs, Activities
and Trips



20+
Musical Ensembles

15+
Stage Productions



25+
Acres of Open
Space and a
Swimming Pool



10+
Sports
Played at Every
Level

7.00am-7.30pm
Wrap Around
Care



12+
School
Community
Events





We are situated in Dulwich, a leafy village and area known for its exceptional schools, a plethora of open spaces and thriving, diverse local culture. It is within easy striking distance of the bright lights of one of the most cosmopolitan cities in the world. Everyone at Dulwich Prep London takes pride in inspiring excellence. Our school Values underpin the rich diversity of curricular and co-curricular opportunities available to our pupils.

Our Governors strive to maintain Dulwich Prep London's position in a competitive market by sharing their broad range of expertise to provide the highest quality education for our pupils. Through this investment, we can attract excellent staff, provide up-to-date technology, and continue to create modern facilities within our stunning South London home.

At Dulwich Prep London, we aim to cultivate a sense of social and moral responsibility within each child. We want each child to leave our school with maturity, the strength of character and empathy fostered within them throughout their Dulwich Prep Journey. We have strong links to our community, alumni and local schools, modelling our values in everything we do. We nurture independent thinkers with a sense of justice who go on to be thoughtful citizens of the world, equipped with a strong moral compass and the ability to adapt to our rapidly changing environment.

JOB DESCRIPTION

The Head of Classics will lead, inspire and manage the department so that pupils across the whole school have the best possible care, have access to a broad and balanced curriculum offering Latin, Classical Civilisation, and extra-curricular Ancient Greek, and achieve the highest standards, in line with the ethos of the school.

As a Head of Department (HoD) the role will manage financial and physical resources and deploy teaching and support staff, within the department, effectively. In addition the role will contribute to whole-school management as part of a team of Heads of Departments. This role reports to the Assistant Head.

DUTIES AND RESPONSIBILITIES

Strategic Direction & Development

- Create, communicate and implement a strategy for the Classics Department, which expresses the core values of the whole school, is responsive to local factors, and which motivates and inspires others.
- Translate the whole school vision into agreed objectives within the Department and include these in the department's annual development plan.
- Chair regular departmental meetings, where minutes are taken, and to ensure the follow-up of all action points.
- Attend HODs meetings and represent the Department in this academic forum.

- Chair the less frequent meetings of subject representatives.
- Maintain a high profile for the subjects in the school with colleagues, pupils and parents.

Teaching & Learning

- Promote excellence and innovation in teaching and learning in the Department, ensuring a continuous and consistent focus on pupils' achievement and development, acknowledging the need for differentiation in allowing all pupils to be challenged and stimulated.
- Be confident in planning and detailing learning to GCSE standard including choosing an appropriate examination board.

- Oversee, in consultation with their line manager, the schemes of work for your Department.
- Ensure the curriculum is innovative, creative, appropriate to the age and stage of the pupils, and informed by current knowledge and best practice.
- Work with the Heads of Section and Deputy Head Academic to carry out an evaluation of the schemes of work, ensuring that assessment procedures are in place and there is an effective recording procedure.
- Lead by example in the department, planning and preparing short and medium-term plans, and establishing creative and effective approaches to learning and teaching, with high expectations of self and others.
- Ensure that individual pupil progress is regularly assessed, recorded, reported to parents, and utilised effectively to inform teaching and learning.
- Ensure pupils are well prepared for external examinations (e.g. scholarship at 13+) and that the curriculum through the school facilitates success in such examinations.
- Prepare from time-to-time relevant documentation for parental information, explaining what is being taught and how the department functions.

- Make sure that wall displays are changed twice a term in department rooms.

Leadership & Management of Self & Others

- Lead the department: recruiting, inducting, developing, deploying, motivating and appraising staff to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
- Celebrate and promote excellence in the Department, and to challenge under-performance and ensure appropriate action (in consultation with the Head Master).
- Undertake performance reviews for all staff in the Department on an annual basis.

Management of Resources

- Monitor and control the Department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Maintain an up-to-date list of departmental resources, both hardware and books.
- Identify future resourcing needs and aspirations for the Department for consideration in the School budget planning process.

- Help the Head Master and senior staff appoint into the department.
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

Training & Development of Self & Others

- Develop and maintain a culture of high expectations for self and others within the Department.
- As a lead professional, regularly review your own practice, set personal targets and take responsibility for your own continuous professional development.
- Ensure that training needs within the Department are identified and appropriately met (with due regard to whole school initiatives) and that all members of the Department are active in their own personal and continuous professional development.
- Consult with the Professional Tutor to ensure that staff are regularly involved in Continual Professional Development.
- Ensure that induction arrangements are in place for all new staff, to make them feel welcomed and appropriately briefed to undertake their responsibilities.

Monitoring and Evaluation

- Monitor, evaluate and review classroom practice throughout the Department.
- Organise mutual observation within the department.

General Requirements

- Promoting and safeguarding the welfare of pupils for whom you are responsible and with whom you come into contact.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with students, parents and colleagues.
- Regularly contribute to the school's programme of extra-curricular activities.
- Maintain good order and discipline among pupils and support and contribute to the school's responsibility for safeguarding their pupils.
- Attend major school events such as Open Day, Celebration Day, Sports Day.
- Promote the good name and reputation of the school and adhere to school policies and procedures.

Keys Skills & Knowledge

Essential

- Degree in an appropriate discipline.
- Qualified Teacher Status, or equivalent teaching qualification.
- Experience in teaching Classics to a high standard across KS3 and KS4 and a preparedness to teach KS2.
- Experience of teaching Classics to GCSE level.
- Outstanding practitioner with strong knowledge of child development.
- Knowledge and understanding of safeguarding procedures.
- IT literate and understanding of the role of ICT across the curriculum.

Desirable

- Knowledge of current educational thinking, initiatives and issues.
- Strong second humanities or arts subject e.g. Geography, History, RS or English.

Personal Competencies & Qualities

- Enthusiastic, inspirational and confident leader, possessing drive, energy and commitment, have a presence which engenders confidence and respect from pupils, staff and parents; leads by example.
- Proven ability to inspire pupils.
- Outstanding role model for children.
- Ability to respond to change.
- Ability to handle sensitive situations with tact and diplomacy.
- Ability to prioritise own workload, manage a varied workload and delegate appropriately.
- Team focused: shares knowledge and information with other members of staff to promote good practice.
- Focuses on what needs to be delivered: understands what is needed and responds promptly.
- Commitment to the highest standards of educational and pastoral care for all pupils.

WORKING WITH US

Dulwich Prep London is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together we create a supportive environment that is committed to achieving excellence.

Working at Dulwich Prep means being part of a team that cares about your continued professional development and journey as a teacher. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step of the way to achieving your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, taking part in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions, there's always something going on at the Prep where hidden talents are celebrated.

Remuneration

- Competitive salary £54,520 to £57,925.
- Generous defined contribution pension scheme.
- Life assurance.
- Free school lunches.
- Enhanced sickness, maternity, paternity and adoption pay entitlements.
- Free access to our School Counsellor.
- Cycle to work scheme.
- Wide range of professional development opportunities.
- School fee remission.
- Easter and Summer holiday camp discounts.
- Healthcare Cash Plan scheme.
- Employee assistance programme.

Terms & Conditions

- Core school hours, when all full-time teaching staff are expected to be in work, are currently 8.00am to 4.30pm each day, plus a proportional share of pastoral and organisational duties.
- All INSET days, Open Mornings and other relevant events listed in the school calendar.
- Depending on the school's requirements at any time, these hours are subject to the terms and conditions of a Contract of Employment and to amendment by the Head Master from time to time.
- Staff may be called to perform other duties that the Head Master considers reasonable and commensurate with the post's grading and designation.

Application and Interview Process

A completed Application Form and a cover letter explaining your suitability for this role should be emailed to [Tamsin Hutson, HR Manager](#). Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- Closing Date: Friday 3 May 2024, 12.00pm
- Interview Date: Week Commencing 6 May 2024
- Start Date: Autumn 2024

Appointment

Any offer to a successful candidate will be conditional upon the following:

- Receipt of at least two references that are satisfactory to the School.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS), clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- A check that confirms that you are not the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency that renders you unable or unsuitable to work at the School.
- Verification of your medical fitness for the role.
- Satisfactory completion of the probationary period.
- A check which confirms that you are not banned by the regulating authority of the teaching profession in each country in which you have worked as a teacher, which confirms that you are not subject to any sanctions or restrictions and that there are no concerns over your suitability to work as a teacher.
- Evidence from the professional regulating authority of the teaching profession in each country in which you have worked as a teacher which confirms that you are not subject to any sanctions or restrictions and that there are no concerns over your suitability to work as a teacher
- Any further checks that the School deems necessary if you have lived or worked outside of the UK, which will include an overseas criminal records check or certificate of good conduct and may include professional references.

EQUAL OPPORTUNITIES

Dulwich Prep London is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep London seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

SAFEGUARDING

Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



**Schools'
Inclusion
Alliance**



We aspire to have a diverse and inclusive workplace.

We strongly encourage all suitably qualified applicants regardless of background to apply and join us at Dulwich Prep London.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.