



## Head of Latin

### Candidate Information



# Introduction

Sandroyd is an esteemed independent, co-educational prep school that has been at the forefront of education for children aged 2-13 for 135 years. Nestled in the picturesque 600-acre Rushmore Estate, Sandroyd combines a nurturing environment with stimulating academic and co-curricular opportunities to foster well-rounded and academically accomplished pupils.

We have an exciting opportunity for an enthusiastic teacher to Head up our Latin Department. The ideal candidate will inspire and develop talent across our Pre-Prep and Prep Schools. In addition to a supportive team, we offer excellent facilities, professional growth opportunities, and rent-free accommodation.

## Equality and Diversity at Sandroyd

We are conscious that many groups are currently under-represented at Sandroyd and we are committed to changing this. To that end, we actively encourage applicants from all backgrounds. We recognise the value of a workforce in which people from diverse backgrounds are encouraged to introduce fresh ideas and contribute to delivering an outstanding education. Our staff work in a supportive and safe environment, recognising their responsibility to value and respect each other's contributions.

We favour a workforce that reflects the make-up of the local and national population. No job applicant, temporary worker or employee should receive less favourable treatment on the grounds of age, disability, gender, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation.



## The Post

**Hours of work:** This can be a full-time or part-time position.  
Permanent contract.  
Term Time only (Approx. 33 Weeks a Year),  
Full-Time hours of work are: Monday to Saturday 0815-1730, with a half day off during the week. However, with this role, there is flexibility in the hours to suit the correct candidate.

**Benefits:** Salary in line with experience  
Staff pension and a comprehensive benefits package.  
Single accommodation available  
Free meals during term time, when at school

# Why Work at Sandroyd?

At Sandroyd, we regard our staff as our most important asset and ensure they are valued and rewarded. We provide good training and support to support career advancement, whether through internal promotions or external opportunities, to meet each individual's skills and experience.

Our culture is built around three central values: continual improvement, team support, and self-care. These values foster an inclusive, enjoyable, and effective working environment. We strive for excellence in education by encouraging our staff to seek personal and professional growth, reflect on performance, and support one another wholeheartedly.

Our inclusive staff culture and bespoke Employee Assistance Programme exemplify Sandroyd's commitment to staff well-being. This programme offers free, confidential counselling and practical support on various topics, ensuring that our team is well-prepared to provide outstanding education and care for our pupils.



## The Role



We are seeking to appoint a dynamic Latin Teacher to start in September 2025. The successful candidate will be able to drive forward all aspects of academic Latin teaching at Sandroyd. They will work with the Deputy Head (Academic) to ensure the continuous improvement and development of the Latin provision at Sandroyd.

The successful candidate may be an experienced Head of Latin, or could be a recent university graduate with no prior teaching experience. If a recent graduate, we would be willing to support the correct candidate through a PGCE qualification. There are opportunities for a keen Classicist to introduce some Ancient Greek, if appropriate. Applicants should have high expectations of pupil achievement and behaviour, excellent organisational and time-management skills. Ideally, applicants should be able to contribute to the full life of a boarding school and although not a requirement, it would be advantageous to be able to coach games.

At Sandroyd, Latin is introduced at Year 6 for all pupils, and although not all will continue with the subject in Year 7 and beyond, many will continue with the final examination being either Scholarship or Common Entrance papers.

The successful candidate will be an excellent role model for pupils and will set high standards of personal presentation, manners and general demeanour. Candidates for this post are likely to have a university degree, but they don't necessarily need to be fully qualified as a teacher.

We welcome applications from part-time and full time candidates. Applications are welcome from experienced teachers as well as graduates, or recently qualified NQTs. Single accommodation can be provided, if required.

# How to Apply

The completed application form and your brief letter of application should be addressed to the Headmaster, Alastair Speers, and sent to Sandroyd School, Rushmore Park, Tollard Royal, Salisbury, Wiltshire, SP5 5QD, for the attention of Judith Harman. Alternatively, by email to [jharman@sandroyd.com](mailto:jharman@sandroyd.com). Please contact Judith Harman regarding any questions you may have relating to this position. If you would like an informal conversation about this role, please contact Nicky Brady - Deputy Head (Academic): [nbrady@sandroyd.com](mailto:nbrady@sandroyd.com)

**Interested candidates should apply by 10am on Friday 28th February 2025.** Interviews will be held on **Tuesday 4th March 2025**, at Sandroyd. We reserve the right to close this advertisement early if we receive a number of early suitable applications.

## Job Description

### TEACHING AND LEARNING

1. Teach classes and subjects as assigned by the Deputy Head (Academic) at the start of each term.
2. Ensure that a variety of teaching and learning strategies are employed during the course of a term.
3. Ensure that planning shows proper differentiation so that all pupils can make suitable progress.
4. Assess pupils regularly in accordance with the policy laid down in the Departmental Handbook for each subject and keep the relevant records. Use your assessments to plan future lessons.
5. Set preps as indicated by the prep timetable.
6. Set work for lessons when anticipated absence takes place.
7. Teach children according to their needs, including setting and marking of work. Regularly assess, record and report individual development, progress and attainment of pupils.
7. Prepare pupils for entry to Senior Schools.
8. Complete reports according to School guidelines.
9. Engage pupils to use ICT where appropriate, to enhance their skills.
10. Maintain notes on iSams via the School Administrator.
11. Help out and lead elements of the crucial extra curricula element of the school, from coaching sport to leading strive sessions, activities and hobbies.

### PASTORAL CARE

1. Communicate with the Deputy Head (Wellbeing) and relevant tutor to inform them of any significant occurrences or concerns that might affect the teaching, learning or wellbeing of any pupil.
2. Maintain good order and discipline of pupils at all times, being mindful of their health and safety.
3. Report accidents and any near misses to sister/bursar
4. Communicate any pastoral, safeguarding or behavioural concern using iSams.

### TUTORING (if applicable)

1. Be aware of the pastoral needs of the pupils in your tutor group or form. Attend to these needs as far as possible. If you or the child feels another member of the school community is in a better position to meet those needs then pass on all relevant information.
2. Introduce yourself by e-mail and, where possible, in person to the parents of new members of your Tutor Group. Keep regular contact via phone or e-mail and be prepared to act as the first port of call for any concerns.
3. Ensure that the Headmaster, Houseparent and Deputy Head (Pastoral) as well as other relevant staff, are informed if there are serious concerns regarding a member of your group.
4. Make sure that you are familiar with the information on iSams and pastoral and academic information for pupils in your group is kept up to date.
5. Be aware of sporting, musical and academic successes of members of your form and make a point of congratulating them. These should be recorded on iSams

6. Ensure you are familiar with our safeguarding and pastoral software, iSams, which is used to monitor concerns about children.
7. Complete mid-term assessments for each pupil and ensure that they are entered on iSams.
8. Check subject reports at the end of each term and write a tutor report on each pupil. Tutor Reports should follow the whole school Guidelines for Report Writing.
9. Lead tutor periods and take registration each morning.
10. Arrange for the election of a Tutor Group representative to the school council.
11. Set targets at the start of each term and consider them with the pupils at the end of term.
12. Monitor assessments and grades and discuss any particularly good or worrying results with the pupils concerned.
13. Be prepared to discuss general progress and behaviour with parents as required.
14. Help pupils as needed in co-ordinating different subjects and review files to ensure that they are properly maintained.
15. Check that lockers are kept tidy and that pupils take appropriate responsibility for looking after their possessions.
16. Check pupils' planners to ensure that they are being maintained in an appropriate manner.
17. The post holder is initially responsible to the Deputy Head (Academic) and ultimately to the Headmaster for the fulfilment of these duties.

### **PROFESSIONAL STANDARDS**

1. Periodically review own teaching methods, plans and outlines of work.
2. Undertake regular mutual lesson observations as directed by the Headmaster and Deputy Head (Academic)
3. Attend daily Staff Briefing and all relevant staff meetings, as well as INSET
4. Support and maintain loyalty to the School at all times both during and outside school hours.
5. Help develop the School's ethos, aims, values and standards.
6. Attend School functions as requested – including parent/teacher meetings.
7. Maintain suitable discipline in the classroom and enforce school rules.
8. Be punctual for all lessons and meetings and try to end lessons promptly as a consideration to other members of staff.
9. At all times set a good example to pupils by following the guidance in the Staff Handbook and reinforced in the Policy File.
10. Ensure that rooms are tidy and that chairs are pushed under desks at the end of each lesson.
11. Undertake non-teaching duties, including boarding duties, in accordance with posted duty rotas, daily notices or general expectations as outlined in the Staff Handbook and Policies File.
12. Read and understood the school's Child Protection Policy, Anti-Bullying Policy, Code of Conduct and Staff Handbook.
13. Ensure that all pupil activities are carried out in a safe manner, that all risk assessments are completed for identified hazards and control measures are put in place to reduce risks to an acceptable level.

## Further Information

In line with our commitment to safeguarding and promoting the welfare of our pupils, Sandroyd adheres to rigorous, safer recruitment practices. Every candidate should be aware that any offer of employment is contingent upon satisfactory references and comprehensive criminal record checks conducted via the Disclosure and Barring Service (DBS).

All staff are subject to safer recruitment processes and checks and we follow the guidance set out in Part 3 of KCSIE 2023. We scrutinise all applications for paid or voluntary posts. We undertake interviews and make appropriate checks through the Disclosure and Barring Service (DBS). We conduct social media checks on all shortlisted and long-listed candidates for teaching positions. These checks are integral to our commitment to safeguarding and ensure alignment with our school values. This process respects privacy and complies with data protection regulations, aiding us in maintaining a safe, respectful environment for our pupils and staff.



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