

GREEK SCHOOL OF OXFORD

HEAD TEACHER

INFORMATION FOR CANDIDATES													
The School	<p>The Greek School of Oxford was founded in 1975 and is part of the Greek Orthodox Community of the Holy Trinity, a registered charity in the United Kingdom and a member of the Central Education Council (CEC) of the Archdiocese of Thyateira and Great Britain.</p> <p>The School is an important vehicle supporting the Greek Orthodox Community's mission by providing a social platform for next generation Greeks and acquainting children to the language and culture. In addition, it allows Greek expats to integrate to the community and enables their children to sustain language skills obtained prior to relocation.</p> <p>The School is located within the city of Oxford and operates on Fridays between 18:00 – 20:00 and Saturdays between 11:00 – 15:30.</p>												
The Post	<p>To ensure the highest standards of learning, achievement and development for all students attending Greek school classes, achieved through clear and effective leadership of subject staff. The post holder will be responsible for the overall smooth running of the School.</p> <p>For more details, please refer to the job description and person specification below. Enquiries can also be made to headteacher@greekschoolofoxford.org.</p>												
Terms of Appointment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Start Date</td> <td>1st May 2019</td> </tr> <tr> <td>Contract Type</td> <td>Part-time</td> </tr> <tr> <td>Duration</td> <td>Permanent</td> </tr> <tr> <td>Working Hours</td> <td>6 hours per week, aligned to the School's opening hours</td> </tr> <tr> <td>Salary</td> <td>£27 per hour</td> </tr> <tr> <td>Annual Leave</td> <td>25 days (Pro-rata basis)</td> </tr> </table>	Start Date	1 st May 2019	Contract Type	Part-time	Duration	Permanent	Working Hours	6 hours per week, aligned to the School's opening hours	Salary	£27 per hour	Annual Leave	25 days (Pro-rata basis)
Start Date	1 st May 2019												
Contract Type	Part-time												
Duration	Permanent												
Working Hours	6 hours per week, aligned to the School's opening hours												
Salary	£27 per hour												
Annual Leave	25 days (Pro-rata basis)												
Additional Requirements	<ul style="list-style-type: none"> The position has a requirement for Disclosure and Barring Service check (DBS). The DBS Application Form will be provided once the selection process has been completed. The successful applicant must have "Right to Work" status in the United Kingdom. The post holder is also expected to cover teaching in the event of absence/unavailability of tutors. 												
Closing Date	Your application must be submitted by Midnight (GMT) on 15/02/2019.												
How to Apply	<p>Your application must be sent electronically to secretary@greekschoolofoxford.org and must include the following:</p> <ul style="list-style-type: none"> A recent copy of your resume, clearly stating your contact details. A supporting statement illustrating evidence against the criteria stated in the Person Specification below. Your supporting statement should not exceed two pages. Details of two referees, one of which must be your current or most recent employer/supervisor. 												

JOB DESCRIPTION**School Leadership and Management**

1. Provide leadership for Teaching & Learning in alignment to the School's vision and strategic direction by promoting the efficient and effective learning of the Hellenic language and culture.
2. Formulate a Teaching & Learning strategy and optimise class structuring to meet the learning requirements of the varied age ranges and language competency of pupils as per the School's capacity at any given time.
3. Define a broad curriculum tailored to an audience of diverse cultural backgrounds and of varied language competency, and identify and procure the matching Teaching & Learning resources.
4. Ensure high standards of Teaching & Learning, addressing any issues evident from self-review, reports or other inspection where Teaching & Learning falls below the required standards.
5. Develop mechanisms to ensure that pupil progress is monitored and reported, and utilise the information to improve Teaching & Learning practices.
6. Plan classroom teaching through the efficient use of resources on Teaching & Learning, infrastructure, staffing and finances.
7. Plan and organise extra-curricular activities to promote Hellenic culture, history and traditions, as well as the School's visibility and outreach.
8. Keep up-to-date with and practice safeguarding policies in accordance to the National framework.
9. Revise and review the School's Code of Conduct, develop essential policies and procedures for the School's operation, and practice good housekeeping by ensuring that all School records, documentation, etc. are well organised and up-to-date.
10. Undertake any other tasks, as required by the School Committee.

Staff Management

1. Assume line management for all teaching staff, defining clear individual objectives and responsibilities, reporting mechanisms and planning workloads.
2. Allocate teaching staff to class levels by making best use of knowledge, skills and experience of individuals, and facilitating professional development through practice-based learning.
3. Set and organise a range of individual and group meetings to disseminate information to staff with regards to developments and other aspects associated with the School and/or their individual roles.
4. Produce personal development plans for staff, outlining and monitoring performance against the agreed annual objectives, identifying professional development needs and ways of addressing them.
5. Manage and implement the recruitment and selection process for teaching staff and ensure that newly appointed members receive a comprehensive induction.
6. Be readily available and willing to support staff in dealing with issues, provide feedback and advice, encourage personal initiatives and facilitate the sharing of good practices.

Stakeholder Management

1. Provide regular and comprehensive reports to the School Committee on operational matters, including quarterly reports for the School Committee meetings and the Annual School report.
2. Use sound judgment and inform the School Committee of any issues arising within the School environment as appropriate.
3. Develop and drive a communication strategy with parents to disseminate classroom-related information and progress reporting, register and address concerns, and raise

awareness on events and activities organised by the School and/or other organisations that may share or contribute to the School's mission.

4. Be the first port of call for new enquiries for children wishing to join the school and ensure that these are addressed in a timely manner.
5. Be the main contact for UK-based Hellenic language education bodies, e.g. KES, KEA, EEA, etc. and ensure the dissemination of relevant and appropriate information to those bodies.
6. Develop and maintain relationships with the local Greek Orthodox community of St Trinity and a network of UK-based schools and like-minded communities that promote Hellenism.

PERSON SPECIFICATION			
ATTRIBUTES	REQUIREMENTS	RATING <i>E: Essential</i> <i>D: Desirable</i>	METHOD OF ASSESSMENT <i>A: Application</i> <i>I: Interview</i>
Qualifications	Educated to a minimum of degree level in an Education-related discipline.	E	A
Previous Work Experience	Proven track record in Language Teaching with primary focus on Teaching a Second and/or Foreign Language.	E	A, I
	Substantial experience in curriculum design and development within a second/foreign language context, including the selection and/or development of teaching & learning resources and assessment strategies.	E	A, I
	Experienced classroom practitioner with proven ability to integrate learners of variable skills and competencies within common learning environments.	E	A, I
	Supervision and/or line management experience.	E	A, I
	Management experience within an educational environment.	D	A, I
Specific Knowledge, Skills and Abilities	Fluency in Greek and English, both oral and written.	E	I
	In-depth understanding of the Greek culture, traditions and other sociocultural elements that may impact classroom activity.	E	I
	Excellent interpersonal skills with the ability to interact with various audiences including pupils and parents, as well as relevant external bodies and other stakeholders.	E	A, I
	Emotionally intelligent with the ability to empathise with issues in expatriate and/or bilingual environments.	E	A, I
	Ability to think strategically, as well as to motivate and inspire others to use own initiatives and/or drive objectives.	E	A, I
	Knowledge of safeguarding policies and codes of conduct within educational environments.	E	A, I
	Competent IT user with working knowledge of the MS Office platform, Google applications and VLE environments.	D	A

