



Appointment of  
**LATIN TEACHER**

**SWANBOURNE HOUSE**  
BUCKINGHAMSHIRE



# WELCOME TO SWANBOURNE HOUSE

**S**wanbourne House is an incredibly special and beautiful place to work. We are lucky to have state-of-the-art classrooms, outstanding sports facilities and grounds that genuinely need to be seen to be believed.

I am passionate about providing the most inspiring education to the children in our care and working together as part of a team to create the extraordinary. The Swanbourne House pupils and their families benefit from highly talented staff, and we work together in a culture where every view is valued, we support each other and colleagues' wellbeing and morale is prioritised.

Swanbourne House is part of The Stowe Group, and we benefit from this in numerous ways. Our pupils have access to the facilities within The Group and our staff have the opportunity to work alongside teaching staff at the other schools.

I hope that you find this application pack both useful and informative and I look forward to welcoming you to Swanbourne House soon.

**Nick Holloway**  
**Head**

**Swanbourne House School is an independent day and boarding school, for children aged 3 to 13 years.** Set in 55 acres of Buckinghamshire countryside, with a dynamic & challenging curriculum, small class sizes, inspirational extra-curricular activities and extensive facilities, we're creating change makers ready for the world of tomorrow.

**State-of-the-art Science Labs | IT suites | Specialist Teaching across Subjects from Year 5 | Art Studio | Design, Technology and Engineering Lab**

Teaching across the school is underpinned by strong academic foundations, and in Years 7 and 8 this is complemented by the Pre-Senior Baccalaureate (PSB), a skills-based framework that enriches subject learning. While rooted in strong academic subject knowledge, the PSB places equal emphasis on developing pupils' curiosity, thinking, creativity and problem-solving skills. Pupils are encouraged to ask how and why, to work independently and collaboratively, and to approach challenge with confidence and resilience. Through reflection and enquiry, setbacks are seen as an essential part of learning, helping pupils refine their thinking, develop new strategies and take increasing ownership of their progress.

#### **The Manor House**

The Manor House, our dedicated teaching, play and outdoor space for children from Pre-Reception to Year 2 is at the heart of our school. Adjacent to farmland, with small class sizes, experienced and passionate teachers and an innovative approach that develops skills alongside academic progress, Swanbourne House is a special place for your child to start their learning journey. New play areas - including The Fort - have recently been built.

Pupils receive specialist teaching in Music, Sport and French during their time in the Manor House, have swimming lessons at our onsite pool from Reception and have a wide choice of enriching extra curricular activities, including rugby, ballet, science club and Mandarin.



# LATIN TEACHER

**Accountable to:** Head of Ancient and Modern Languages

**Start Date:** September 2026

## The Role

Swanbourne House School seeks to appoint a full or part-time Latin teacher to lead the teaching of this important subject across the school. We welcome applications from people of all backgrounds and no experience of working in the independent sector is required. A willingness to participate in the wider life of the School with pastoral care duties and help with co-curricular activities is expected.

The successful candidate will teach Latin from Y5 to Y8 and may be required to teach other subjects based on their skills and experience. The role requires a flexible and passionate individual committed to pupil success in both academic and personal development.

## Key Responsibilities

### Teaching & Learning

- Inspire pupils with a love of Latin and Classical Civilisation through engaging, stimulating lessons that challenge and motivate pupils.
- Meet the needs of all learners and raise standards of achievement and progress.
- Create a positive and purposeful classroom environment that supports learning, including the effective use of displays, linguistic resources and pupils' work.
- Plan and deliver lessons in line with the curriculum and agreed schemes of work.
- Ensure pupils' work is well-organised, accurately presented.
- Use a range of effective teaching strategies for language acquisition and remain up to date with best practice in Latin and Classics education.
- Use educational technology effectively to enhance teaching and learning.

- Support the teaching and assessment of the PSB Core Skills for Years 7 and 8.
- Assist pupils preparing for Academic Scholarships in Year 8.
- Report on pupil progress through Parents' Evenings and written reports.
- Provide targeted support for pupils requiring additional help in Latin.
- Implement whole-school teaching and learning initiatives.
- Participate in INSET provided by the School and seek appropriate external professional development opportunities.

## **Departmental Leadership**

- Work closely with the Head of Ancient and Modern Languages to develop and review schemes of work and share resources.
- Assist with departmental administration as required.
- Promote Latin and Classics within the school through enrichment activities, events and educational visits.
- Contribute actively to departmental self-evaluation, focusing on teaching quality and pupil outcomes.
- Attend and contribute to faculty meetings, ensuring alignment with whole-school priorities.

## **Pastoral Care**

- Act as a Personal Tutor, supporting pupils' well-being and personal development.
- Manage behaviour in accordance with school policies, promoting positive behaviour and addressing concerns appropriately.
- Communicate effectively and professionally with parents regarding pupils' progress and welfare.

## **Whole School Responsibilities**

- Support the aims, values and ethos of the School.
- A clear commitment to safeguarding and promoting the welfare of children, and to complying fully with the School's safeguarding and child protection policies.
- Share responsibility for the well-being, safety and discipline of all pupils.
- Play a full role in the wider life of the School, including co-curricular provision.
- Lead Saturday Enrichment sessions (one 90 minute session for a term).
- Participate in duties, assemblies, staff meetings, pastoral meetings and school events.
- Assist with the organisation and supervision of educational visits.
- Contribute to the Sports Department where appropriate, depending on experience or specialism.



## Person Specification

- Educated to degree level, preferably in Classics, Latin or a related subject.
- Experience of teaching Latin.
- Passionate about language learning and Classical subjects.
- Committed to pupils' academic and holistic development.
- Flexible, collaborative and willing to contribute fully to school life.

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Educated to degree level</li></ul>	<ul style="list-style-type: none"><li>• Qualified teacher with QTS status</li><li>• Degree in Classics, Latin or a related subject</li><li>• Evidence of continuous INSET and commitment to further professional development</li></ul>
Specialist Skills and Experience	<ul style="list-style-type: none"><li>• Experience of teaching Latin</li><li>• Ability to use a variety of teaching and organisational styles and resources, including IT</li><li>• Ability to monitor, assess, record and report pupils' progress effectively</li><li>• Understanding of the importance of data and how to use it to drive attainment and inform next steps</li><li>• Knowledge of statutory requirements relating to Equal Opportunities, Health and Safety, the SEND Code of Practice and Safeguarding Children</li><li>• Understanding of how to plan for SEND</li><li>• Ability to motivate and inspire pupils</li><li>• Ability to motivate pupils to become independent learners</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of Senior School Entrance and scholarship examinations</li><li>• Ability to teach additional subjects within the prep school age range</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Ability to lead by example and uphold the values and principles the School wishes pupils to develop</li><li>• Successfully build partnerships with parents and the wider School community and Stowe Group.</li><li>• Capacity to contribute to the development of a creative and engaging curriculum</li><li>• Strong team player</li><li>• Effective verbal and written communication skills with a range of audiences</li><li>• Well organised and punctual</li><li>• Ability to remain calm under pressure</li><li>• Promote equality of opportunity and foster an inclusive environment for all pupils.</li><li>• Willingness to contribute enthusiastically to the wider life of the School, including enrichment and co-curricular activities</li></ul>	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.



In this role we are looking for  
**Change Makers** who are:

	1	2	3	4	5
Professional					
Creative Problem Solvers	1	2	3	<b>4</b>	5
Kind	1	2	3	4	<b>5</b>
Flexible	1	2	3	4	<b>5</b>
Collaborative	1	2	3	4	<b>5</b>
Communicator	1	2	3	4	<b>5</b>

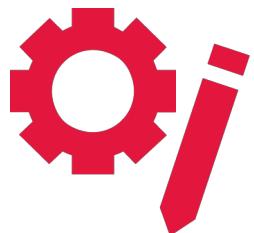
#### VALUE SCALES

- 1 This value is the least important to the role
- 2 This value has some significance to the role
- 3 This value is desirable to the role but not essential
- 4 This value is important to the role
- 5 This value is essential to the role

## COLLEAGUE BENEFITS



**Discounted School Fees**  
At Stowe Group schools



**Learning and development opportunities**



**Volunteer leave**  
Up to 2 days paid leave for volunteering



**Shopping discounts**  
Through the 'Discounts for Teachers' website



**Free refreshments**



**Free annual flu vaccine**



**Each person reward and recognition**  
Discounted shopping, cashback and access to diesel fuel card



**Wraparound childcare**  
Free wraparound childcare available for all colleagues at Prep Schools



**Enhanced holiday entitlement**  
Your contract will provide details of the exact holiday entitlement you will receive

**£85 Annual Golf Membership**  
For you and immediate family (applies to permanent colleagues only)



**Employee wellbeing programme**  
Including free access to counselling services, physiotherapy and more

## YOUR APPLICATION

An application can be made by clicking on the job link on The Stowe Group vacancy page, this will direct you through to The Stowe Group recruitment hub applicant tracking system. Please complete the application form along with a covering letter detailing why and how your skills and experience could see you thrive in this role.

If you need any help with the application process, please contact: [recruitment@stowe.co.uk](mailto:recruitment@stowe.co.uk) or call 01280 818005

This is a full time or part time permanent role.

Lunch is provided free of charge.

Accommodation may be available for the successful candidate.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

**The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard the children.**



# THE Stowe GROUP

**In January 2021, Swanbourne House became part of The Stowe Group. The Stowe Group comprises Stowe School, Ashfold, Swanbourne House School and Winchester House School. The Group's formation has given pupils and staff at Swanbourne House access, not only to Stowe's world-famous estate, but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with the Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.**

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community.

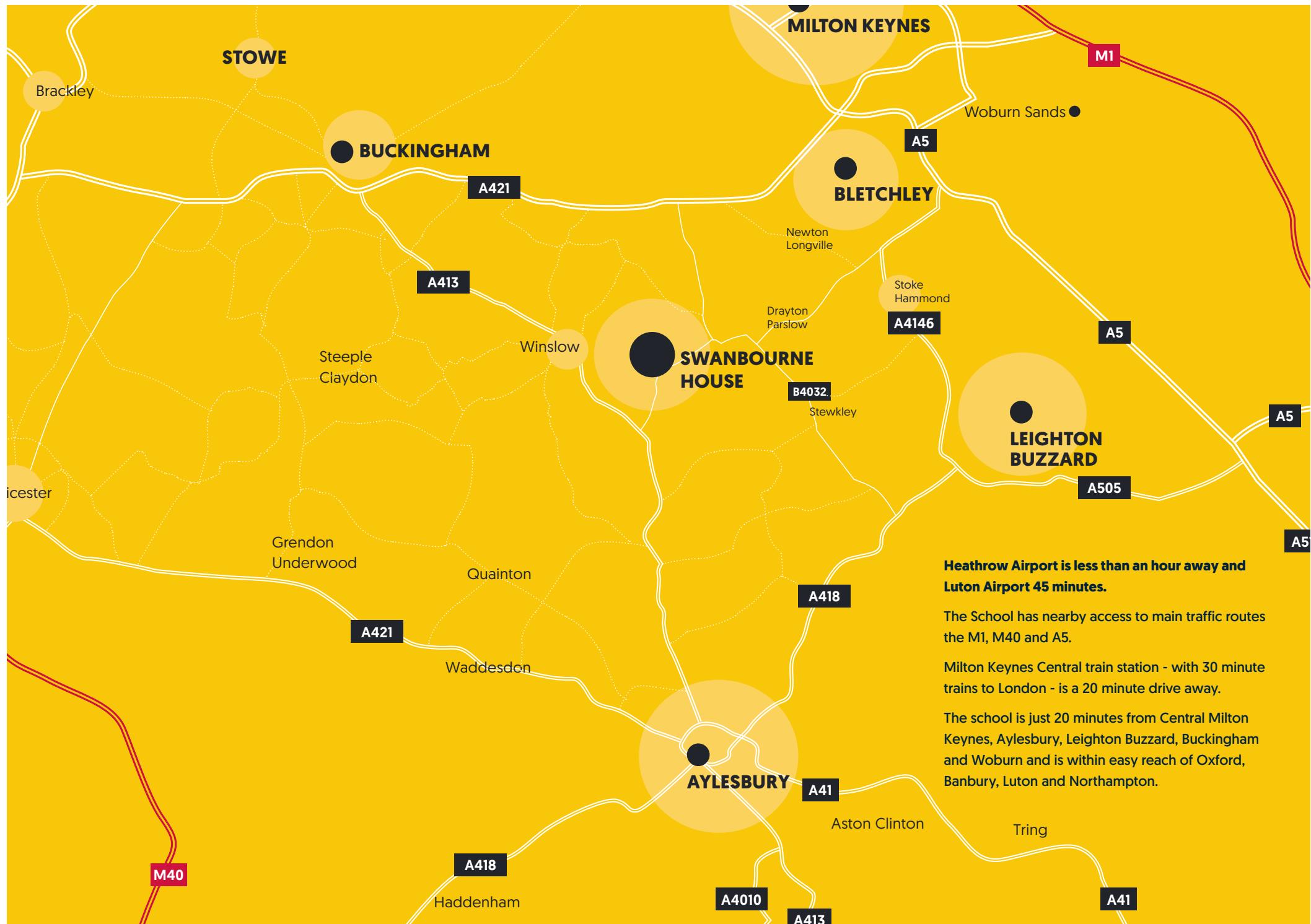
Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. World-class facilities support

our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character, with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give Stoics and staff a heightened awareness of their social and environmental responsibility in preserving this unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.





# SWAINBOURNE HOUSE

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