



Job Description

Second in English [TLR2b]

Job Title: Second in Department for English

Salary Range: MPS plus TLR 2b

Line Manager: Director of English

Team Leader for Appraisal: Director of English

Disclosure Level: Enhanced

Working Time: 195 days per year. Full time

Purpose

To provide strong, effective leadership for the development of the curriculum and in the academic progress of the pupils.

Specific Responsibilities:

- To raise attainment and achievement in English.
- To provide a lead for high quality teaching of English resulting in effective pupil learning.
- To assist the head of department in the smooth running of the department and deputise in their absence.
- In liaison with the head of department, manage and lead subject specific individual pupil tracking, particularly within KS3.
- To maintain and develop appropriately differentiated schemes of learning for English.
- To provide effective leadership of English.
- To contribute to the improvement plan for the curriculum area and its implementation.
- To assist the Director of English in developing the pedagogical skills of subject teachers in the department.
- To keep up-to-date with educational issues within the curriculum area and beyond.
- To assist the Director of English in identified aspects of monitoring the staff and pupils within the department.
- To ensure that the work of English complies with the school ethos and policy.

- To manage and support the work of the HLTA and LSAs in order to develop assessment for learning techniques.
- To provide a strong, positive role model for teachers of English.
- To ensure statutory requirements for the reporting and assessing of English are met.
- To develop and maintain resources and equipment within English and keep an up to date inventory.
- To provide practical support for non-specialists and other staff needing support, who may be teaching English.
- To provide a professional lead for the development of the learning environment for English.
- To establish links with external agencies to facilitate the delivery of English.
- To take a lead role in organising active English extra-curricular opportunities within the school.
- To develop transitional links with feeder primary schools.

MAIN (CORE) DUTIES

Operational/ Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- To assist in monitoring and following up pupil progress.
- To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, etc.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of pupils and to the aims and objectives of the school.
- To assist with support for inexperienced and non-specialist staff, eg., NQTs/ITTs

Curriculum Provision

- To liaise with the Director of English to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- To ensure all pupils are following courses appropriate to their needs.
- To ensure differentiation is in place throughout all schemes of learning.

Curriculum Development

- To support curriculum development within the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.

- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Director of English to maintain accreditation with the relevant examination and validating bodies.

Staffing, Staff Development, Recruitment and Deployment of Staff

- To work with the Director of English to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Personal Development and to act as reviewer for a group of staff within the English department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate in the school's ITT programme.

Quality Assurance

- To ensure the effective operation of quality control systems.
- To assist in the process of the setting of targets within the department and to work towards their achievement.
- To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required within the relevant curriculum area.

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To assist in the use of analysis and evaluation of performance data.
- To help to produce reports within the quality assurance cycle.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To assist in the identification of exam entries within the department.

Communications

- To help ensure that all members of the department/curriculum area are familiar with its aims and objectives.
- To ensure effective communication/as appropriate with the parents of pupils.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

Marketing and Liaison

- To contribute to the school liaison and marketing activities, e.g., the collection of material for press releases.
- To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.
- To actively promote the development of effective subject links with external agencies.

Management of Resources

- To assist the Director of English to identify resource needs and to contribute to the efficient /effective use of physical resources.
- To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the pupils.

Pastoral System

- To monitor and support the overall progress and development of pupils within the curriculum area.
- To help to monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

Other Specific Duties

- To continue personal development as agreed.
- To engage actively in the appraisal process.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.