

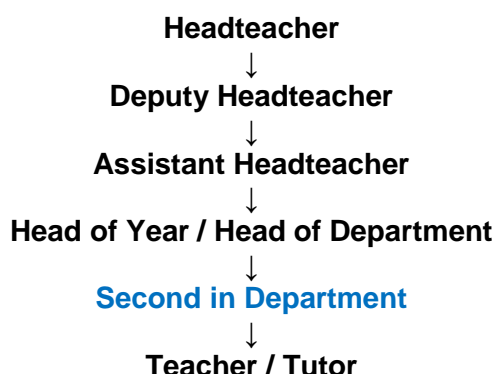
Easthampstead Park Community School

Job Description – Second in Humanities



Local Authority: Bracknell Forest	Job Title: Second in Humanities
Pay Grade: MPS + TLR 2b £4,398	With effect from: 1 September 2017

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE



The job description identifies the responsibilities attached to your post. It is subject to the limits on working time set out in the Teachers' Pay and Conditions Document.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

The Post

To support the Head of Humanities;

- In recruiting, inducting and training a team of colleagues who consistently delivery high standards of Teaching and Learning.
- In developing and implementing a rigorous and ambitious curriculum which enables the highest level of student progress across all key stages.
- To model what it takes to be an outstanding teacher and thereby act as an example to all colleagues.

Key Responsibilities

- Deputise for the Head of Department when required.
- Support the Head of Department in the delivery of an engaging and challenging curriculum.
- Creating and developing appropriate schemes of work, lesson plans and assessment, taking into account the need for differentiation and the inclusion of subject material; Literacy, Numeracy, Citizenship.
- Consulting with the Head of Department and departmental colleagues to ensure that school policies are implemented, through the EP way.
- Developing the use of data to improve curriculum personalisation.
- Consulting with the Head of Department to ensure that the Departmental RAP is produced to address identified policies.

- Support the professional development of teachers and participate in appraisal arrangements.
- Help to monitor the available resources of space, staff, finance and equipment.
- Support colleagues in monitoring the progress of all students, planning appropriate support and intervention.
- To teach the subjects, classes and groups as allocated by the Head of Department and the Leadership Team.
- To be a form tutor and take responsibility for the progress, welfare and guidance of a group of students.
- To set homework on a regular basis, assess and mark promptly.
- To assess, monitor, record and report on student achievement in line with the school and the department policy including writing student reports and attending parents' evenings.
- To assist in the identification of student special educational needs and support the work of the Inclusion Team including participation in the writing and review of individual education plans.
- To follow the course outlines, syllabuses and schemes of work agreed by the department.
- To make effective use of student performance data and student and staff target-setting; and provide relevant information to the Head of Department.
- To monitor and record student attendance and support the department in the maintenance of high levels of student attendance.
- To prepare for and attend the Department meetings and support the work of the department.
- To support and carry out policies and practices to promote positive student behaviour and achievement, within the framework of the school behaviour policy.
- To assist in the development of the School Raising Attainment Plan and its review mechanism.
- To undertake specific duties within the Department as agreed with the Head of Department.
- To undertake such other duties as reasonably required by the Headteacher.

Curriculum and assessment

We expect all our leaders to be professionals who read widely and think deeply about education and related issues, who are interested in research, and who take a proactive approach to their own professional development. All leaders should understand and demonstrate through their own practice that we are all learners and, as such, should continually reflect on and improve on current practice.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare. An enhanced DBS check will be undertaken.