



**Job Title:** Second in Department (Assessment and Outcomes)

**Salary Grade:** TLR 2

**Responsible to:** Head Teacher

**Line managed by:** Head of Department

### **Core purpose of post**

- To provide a high quality educational experience for all students by demonstrating the standards of knowledge, understanding and skills required by the Teacher Standards
- To coach and support within the department
- To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.
- To deliver high quality care and guidance to each student in tutor group.

### **Key Responsibilities**

#### **Knowledge and Understanding**

- Have a secure up to date knowledge and understanding of subject specialism and understand how to secure accelerated progression
- Have up to date knowledge of effective teaching techniques and learning styles.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development.
- Select and make innovative use of ICT and other technologies.
- Be familiar with, implement and adhere to the school's policies and procedures.
- Develop appropriate strategies for literacy and numeracy development within the department

#### **Planning, Teaching and Classroom Management**

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter, curriculum requirements and students' needs
- Plan effectively for clearly defined and accountable learning outcomes.

- Plan in accordance with agreed Schemes of Work and according to the school's agreed lesson format.
- Plan homework activities according to agreed policies.
- Plan for the effective use of TAs (where available).
- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met and pace and challenge are maintained.
- Ensure the health and safety of all students.
- Facilitate the development of a range of key skills.
- Establish and maintain high expectations of behaviour and attainment.
- Monitor and intervene when teaching to ensure a safe positive learning environment in which pupils feel confident.
- Be familiar with the SEN Code of Practice and use the information available to plan effectively for students with special educational needs.
- Be familiar with the individual needs of all learners and manage these appropriately.
- Evaluate own teaching to improve effectiveness.

### **Monitoring, Assessment, Recording, Reporting, Accountability**

- Assess and record each student's progress systematically with reference to the school's current practice.
- Make effective use of assessment information on students' attainment to guide their next steps and to inform planning and lesson delivery.
- Mark and monitor classwork and homework in line with agreed policies ensuring marking is informative and helps students to progress.
- Continually monitor the progress of all students in each class against their target levels/grades and intervene when needed to accelerate progress
- Participate in standardisation activities as required.
- Evaluate the progress of all students and complete reports for Heads of Department, students, parents and head teacher as required.
- Monitor homework for tutor group.
- Keep data on attendance, punctuality, behaviour, rewards and sanctions for students in tutor group.
- Implement college policies so students have positive attitudes to school, consideration for others and good behaviour.
- Adhere to the school's safeguarding policies and ensure students at risk are referred to the Child Protection team in school.
- Provide positive communication with parents concerning students' progress, including holding interviews on parent days/evenings, and writing of annual reports.
- Provide appropriate references or information as requested by others by using standard formats.

### **Other Professional Requirements**

- Develop, and support the improvement of, processes to improve tracking, intervention and assessment in the department

- Contribute to the development of department documentation, including schemes of work and development plans
- Deputise for the Head of Department
- Monitor and report on the effectiveness of assessment and feedback in the department, identifying areas of excellence and areas for improvement
- Track progress and develop effective interventions for students who fall behind
- Support individual staff to ensure interventions and planning are in place at lesson level to promote high levels of progress and intervention for students who fall behind
- Coach and mentor staff who need support in assessing students' work, providing effective feedback and ensuring students use feedback to improve
- Lead CPD sessions supporting improvements in assessment and feedback
- Evaluate the impact of all CPD on teaching and learning and share outcomes as appropriate.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Support the work of the staff and to promote the ethos of the school at all times
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Take responsibility for own professional development identifying and pursuing opportunities for CPD to improve teaching and learning.
- Fulfil the role of a form tutor; promote and safeguard the welfare of all children, enabling every child to succeed
- Ensure health and safety guidelines are adhered to; be involved in health and safety audits/reviews.
- Promote excellence in our provision for students through the discharge of the particular duties and other reasonable tasks as directed by the head teacher

Signed: \_\_\_\_\_

Staff member

Signed: \_\_\_\_\_

Head Teacher

Date: \_\_\_\_\_