



JOB TITLE: Second in English

RESPONSIBLE TO: Head of English

SALARY RANGE: TLR 2c

Overall purpose of the role is to:

- promote outstanding Teaching and Learning in English
- take responsibility for the management of learning, people and resources in a Key Stage under the supervision of the Head of English
- assist with the leadership of the English Department and deputise for the Head of English when required
- be committed to inclusive education
- promote and safeguard the welfare of children and young people at Hazelwick School

Responsibilities will include:

- helping provide quality assurance measures that monitor the quality of teaching and learning
- helping to ensure progression in teaching through the use of appropriate methodology
- contributing where possible to achieving the outcomes of the School Improvement Plan
- contributing to the Department Improvement Plan
- helping to co-ordinate and possibly lead regular team meetings contributing to a shared commitment for improvement within the English department
- keeping up to date with national developments in English
- reviewing student performance and monitoring current progress
- helping provide quality control measures that monitor the quality of teaching and learning
- co-ordinating and managing exams, assessment and moderation in a Key Stage
- contributing to an annual audit that analyses performance and identifies developmental priorities and targets; supporting appropriate action and helping review progress
- selecting, co-ordinating and monitoring appropriate resources for teaching in order to maximise learning
- planning and further refining Schemes of Work in the light of review
- developing appropriately varied assessment opportunities and promoting literacy and numeracy skills
- promoting best practice, finding ways to highlight good work and seeking feedback from students about the range and depth of the course
- support the professional development of colleagues and act as a leader for performance management
- overseeing the cover arrangements for absent staff
- contributing to other areas of management as directed by the Head of Department

Other Requirements:

- maintain confidentiality at all times
- to be aware of and adhere to all School policies and procedures

The Second in English will carry out such other comparable duties as may be required