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|  | **KING EDWARD VI HANDSWORTH SCHOOL**  **FOR GIRLS**  **JOB DESCRIPTION – SECOND IN ENGLISH DEPARTMENT** |
| **Grade:**  **Hours:**  **Line Management** | Main scale / UPS dependent on experience plus TLR 2a  Full time.  The role will be line managed by the appropriate Head of Department and cluster leader. |
| **Main Purpose:** | To contribute to raising standards of student achievement in a subject area(s) by teaching a timetable of lessons and supporting the Head of department in the achievement of whole school and department goals as stated in the department’s strategic plan.  Working with the Head of Department to provide professional leadership and management of KS3 English in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students. |
| **Generic Responsibilities:** | All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.    All staff must know about their roles and responsibilities under the terms of the school’s Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff.  Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.    All staff must know what to do in the event of the fire alarm sounding.    All staff have a responsibility to report potential, or actual health and safety issues, to the school’s health and safety officer.  All staff are required to follow all agreed school policies and  procedures  Staff should at all times set an example of personal integrity and  professionalism.    Staff should be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.  Staff should uphold the school ethos, aims and contribute to the development and achievement of the school’s strategic and development plans.  Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team.  Staff may be required to assist with cover in accordance with the school’s policy for cover.  Staff should attend and participate in meetings as required. |
| **Teaching, Learning, Assessment and Curriculum** | All teachers must:  have high expectations of all students based on relevant data.    teach using a variety of approaches which will stimulate learning, meeting the demands of the syllabus & the different and appropriate needs of the students.  prepare and plan appropriate subject materials to be used for teaching, along with planning and preparing courses and lessons.  work with the Head of department to develop schemes of learning, resources and strategies and be willing to share these with colleagues.  assess students’ work in line with the school’s Assessment, Recording and reporting policy.    record & report on the attainment, attendance & progress of students keeping such records as are required in line with the school’s Assessment, Recording and Reporting policy.  use externally and internally produced data to assess student performance and respond accordingly  provide or contribute to oral and written assessments, reports & references relating to individual or groups of students.    maintain discipline in accordance with the school’s procedures and encourage good practice with regard to punctuality, behaviour & standards of work. |
| **Responsibilities as Second in English department** | |  | | --- | | Be accountable for leading, managing and developing KS3 English  Be accountable for the quality of teaching and learning in KS3 English  Implement relevant school improvement priorities and key subject/ national initiatives, ICT, AfL, BLH.  Support the promotion of English across the school, including co-ordination of subject Open Evenings.  Represent English at internal and external meetings, where necessary.  Contribute to the production, implementation and evaluation of the Departmental Learning Plan.  Produce and evaluate SEF information.  Contribute to the development of department and school policy/ies. | | Understand statutory curriculum requirements.  Understand and implement new initiatives as directed by the School Leadership Team.  Keep abreast of current issues: subject, national, pedagogy etc. | | Oversee the delivery of KS3 units of work and evaluate them against the curriculum changes at KS4/5.  Allocate responsibility for revision of schemes of learning when necessary. Quality assurance of learning and teaching through book reviews and learning walks/ departmental buddy systems.  Developing opportunities for completing independent GCSE Speaking & Listening presentation endorsement in Year 9.  To support the HoD to ensure that pupils of all abilities are catered for effectively.  Co-ordinate and oversee the preparation of students for internal assessment.  To support the HoD in creating an effective climate for learning within the subject area.  Liaising with staff responsible for G&A, SEN/FSM to ensure teachers are differentiating for these students and they are being monitored closely.  Extra curricular: To provide leadership/ support for staff arranging Activity Days, clubs and competitions within the department. | | Analysing KS3 assessment results and identifying and actioning interventions, where necessary.  Monitor pupil standards and analyse achievement against targets.  Complete regular quality assurance exercises with HoD.  Recommend, track and monitor students who are receiving additional intervention. | | Lead, develop and enhance the teaching practice of others.  Staff deployment for KS3.  Induct/mentor new staff who teach KS3, where necessary.  Liaise closely with library and literacy support staff to support learning at KS3.  Ensure that examination entries are completed accurately and on time. | |
| **Continued Professional Development** | All staff are expected to participate in the school’s annual Performance development and review processes.  All staff are expected to carry out performance review interviews for the staff that they line-manage.    All staff are expected to undertake appropriate professional development in relation to their role and responsibilities.    All staff are required to attend the meetings published in the school calendar appropriate to their role |
| **Pastoral Care** | To be a form tutor to an assigned group of students where required.  To register their form and accompany them to assembly.  To liaise with a Pupil Achievement Leader (PAL) to support the implementation of school’s pastoral policies and approaches, including reporting any significant pastoral concerns being experienced by the student.  To encourage and support students in their form to participate in extra curricular and House events as well as their form’s active participation in the School Council.  To liaise with parents and external agencies as appropriate.  To attend appropriate meetings of pastoral teams and staff.  To deliver sessions as part of the school’s PSHEE progamme. |

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

**Headmistress**

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**Subject Teacher**

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