The Compton School

Job Description

Post: 2i/c Drama

Subject: Drama

Salary: TLR2A

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

A teacher at The Compton School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document (appendix 1) and as outlined in the DfE School Teachers' Pay and Conditions Document 2013 (Part 6)

The 2i/c is responsible for;

Teaching & Learning

- Provision of high quality and relevant **schemes of work** for Key Stage 3 that allow outstanding lessons to be delivered in line with the schools scheme of work policy. These must include;
    - challenging provision for **G&T** (liaising with whole school G&T Coordinator).
    - appropriate provision for **SEN** (liaising with whole school SENCO & TA's).
    - learning beyond the classroom through effective **homework** opportunities.
    - high levels of **literacy**, appropriate to the Key Stage.
    - thoughtful and wide ranging promotion of **SMSC** opportunities.

Monitoring, Assessment & Feedback

- To provide appropriate **assessment** opportunities for Key Stage 3 and to ensure accurate **moderation** of assessment.
- To ensure student progress is accurately **monitored** and **reported** on for Key Stage 3. This includes setting appropriate **targets.**
- To provide appropriate **intervention** for individuals and groups of students based on the accurate monitoring of their progress.
- To ensure effective **communication** with parents, including the **reporting** process.

The 2i/c is also responsible for deputising for the Head of Department in the following areas;

- To participate in **Leadership Team** meetings and **SLT Link** meetings.
- To run effective and developmental **department meetings** that share best practice, according to the planned schedule of meetings.
- To ensure appropriate **cover work** is set in staff absence.

The 2i/c is also responsible for supporting the Head of Department with the following areas;

(for the professional development on a 2i/c, they would be expected to carry out 2 of these roles annually. These would be decided through discussion with the HOD and SLT Link and should be reviewed as part of the final appraisal process ready for the year ahead.)

Leadership

- Setting and sharing the **aims**, **objectives** and **vision** of the department to ensure high aspirations and outstanding outcomes for staff & students.
- To improve the quality of **teaching, learning and assessment** across the department and to raise standards of attainment.
- To keep up to date with national developments in your **subjects pedagogy** and **practice** and to promote and implement them appropriately.

Monitoring, Assessment & Feedback

- To review **GCSE & A Level performance** and set targets for departmental development.
- To monitor, evaluate and act on **feedback** within the department in line with the departmental policy.
- Working with the Exams Officer and Exam Boards to oversee all **exam entries** and completion of **controlled assessment**, in line with the schools controlled assessment policy.

Staff Development

- To review the progress of the department annually through a range of departmental **review processes**.
- Contributing to the **School Improvement Plan** and **Self-Evaluation Form**
- To support the departmental provision of **continual professional development** for staff. This includes the induction of new staff and ITT.
- To promote **teamwork** and **effective working relationships** within the department.

Behaviour & Climate for learning

- To be responsible for **student behaviour** in the department and ensuring the whole school policy on behaviour is followed. To involve the Support & Enrichment Team where necessary.
- To provide a **positive learning environment** for students to learn in the departmental including through high quality **display** that is changed regularly according to school policy.

Management

- To oversee the provision of **extra-curricular opportunities, including both clubs and tripsfor Key Stage 3** students.
- Responsible for 1 SCITT trainee when applicable
- Managing Non-teaching staff attached to the department when applicable.
- To ensure appropriate **student consultation** and **student leadership** opportunities within a department.
- To ensure **Health & Safety** standards are met across the department

Promotion of school

- To ensure that all department members are familiar with the **school vision**.
- To **promote**, **advocate** and follow all **school policies**.

Pastoral Responsibilities

- To carry out the responsibilities of a form tutor as outlined in the form tutor job description.