**GENERIC JOB DESCRIPTION FOR SECOND IN DEPARTMENT**

# CORE PURPOSE

Working in support of Test Valley School’s Vision Statement, the core purpose of the Second in Department is as for a Teacher (main scale) and (s)he is supported by and responsible to the Head of Department. However, as outlined below, (s)he is expected to liaise closely with the Head of Department to support him/her in the leadership, management and organisation of the department. Individual or subject specific responsibilities as second in department should be detailed in his/her performance management targets each year and in line with the Teachers’ Standards.

# KEY AREAS OF THE ROLE

**Strategic direction and development of the subject:**

The Second in Department will support the HoD to develop and implement departmental policies, improvement plan, targets and practices.

**Monitoring progress:**

The Second in Department supports the Head of Department to analyse progression data, monitor pupil progress and implement intervention strategies. (S)he may be expected to lead on aspects of this and/or support colleagues in the department.

**Teaching and learning:**

The Second in Department supports the HoD to secure and sustain effectiveness in the manner the subject is taught and learnt. (S)he may be expected to lead on aspects of this, such as oversight of a key stage scheme of work, provision of extra-curricular activities and/or support colleagues in the department.

**Leading and managing staff:**

The Second in Department will support the HoD to provide all those teaching the subject with support, information and development in line with the Teachers Standards/ (S)he may be expected to lead on specific aspects of this, such as mentoring a PGCE student. (S)he will undertake responsibility to be the reviewer of at least one member of staff as part of the whole school performance management procedures.

**Efficient and effective deployment of staff[[1]](#footnote-1) and resources:**

The Second in Department will support the HoD to deploy appropriate human and physical resources for the subject. (S)he may be expected to lead on a specific aspect of this.

*Updated September 2012*

1. Teaching and, where appropriate, support staff [↑](#footnote-ref-1)