



## Job Description

<b>Post Title:</b>	<b>SECOND IN ENGLISH FACULTY i/c KEY STAGE 5 CURRICULUM LEAD</b>
	As a successful Second in English you will be able to demonstrate the skills, competences and responsibilities outlined below.
<b>Skills and competencies</b>	Role model in terms of pedagogy/methodology Sets high expectations Energy for setting and meeting challenging targets, for pupils and the school Able to use comparative data Up to date knowledge - subject, national, pedagogy, classroom management, research Commitment to own development Analytical thinker Conceptual thinker Resilience Flexibility Confidence Community Engagement
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To support the Head of Faculty and to deputise when and where appropriate.</li> <li>To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying English, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</li> <li>To act as a Curriculum Lead for a Key Stage 5 and be responsible for leading the strategic development in this area.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To monitor and support the overall progress and development of students as a manager within Key Stage 5</li> <li>To take responsibility for overseeing the accelerated reader programme throughout the school</li> </ul>
<b>Reporting to:</b>	Head of Faculty
<b>Responsible for:</b>	The provision of a full learning experience and support for students
<b>Liaising with:</b>	Head/Deputies, relevant non teaching support staff, LA representatives external agencies, parents and governors
<b>Working Time:</b>	195 days per year. Full time
<b>Salary/Grade:</b>	TLR2b
<b>Disclosure level</b>	Enhanced

<b>Managing teaching and learning</b>	<ul style="list-style-type: none"> <li>• To work with the Head of Faculty to provide guidance on a choice of appropriate teaching and learning methods across the Faculty</li> <li>• To develop and implement systems for recording individual pupil's progress across Key Stage 5</li> <li>• To evaluate the quality of teaching and learning and set targets for improvement for Key Stage 5</li> <li>• To evaluate standards of achievement and set targets for improvement across the subject at Key Stage 5</li> <li>• To lead and manage the provision of educational enhancement activities within Key Stage 5 (e.g. booster classes, extra curricular activities, trips and visits)</li> </ul>
<b>Strategic Direction (Managing Policy and Planning)</b>	<ul style="list-style-type: none"> <li>• To lead the performance analysis and reporting processes at Key Stage 5</li> <li>• To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.</li> <li>• To assist in the management of the team planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.</li> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department within Key Stage 5</li> <li>• The day-to-day management, control and operation of Key Stage 5</li> <li>• To monitoring and following up student progress.</li> <li>• To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.</li> <li>• To support the Head of Faculty in the application of ICT in the English department.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To liaise with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To support curriculum development within the Faculty</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Head of Faculty to maintain accreditation with the relevant examination and validating bodies.</li> </ul>
<b>Managing People</b> <b>Staff Development:</b> <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>• To support, guide, motivate and inspire team members and support staff</li> <li>• To support the Head and Governors in the recruitment and selection of teaching and support staff</li> <li>• To work with the (Head of Faculty) and Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To contribute to Performance Management Review and to act as reviewer for a group of staff within the faculty.</li> <li>• To promote teamwork and to enhance effective working relations.</li> <li>• To ensure the effective efficient deployment of classroom support.</li> <li>• To participate in the school's ITT programme</li> <li>• To ensure that all colleagues know how to access the Accelerated Reader programme and to ensure that tracking data is completed</li> <li>• To liaise with the Librarian about Accelerated Reader updates and initiatives</li> </ul>

<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To assist in the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department.</li> <li>• To contribute to the school procedures for lesson observation.</li> <li>• To implement school quality procedures and to ensure adherence to those within the department.</li> <li>• To participate in the monitoring and evaluation of Key Stage 5 in line with agreed school procedures according to the evaluation cycle.</li> <li>• To seek/implement modification and improvement where required within the relevant curriculum area.</li> <li>• To be in charge of publishing termly records on student/staff bulletin, organise rewards regarding the Accelerated Reader program</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information on the management information system.</li> <li>• To analyse and evaluation performance data for English for Key Stage 5.</li> <li>• To produce reports within the quality assurance cycle.</li> <li>• To assist in the production of reports on examination performance, including the use of value-added data for English in Key Stage 5.</li> <li>• To identify exam entries within the department for Key Stage 5.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To help ensure that all members of the department are familiar with its aims and objectives.</li> <li>• To ensure effective communication as appropriate with the parents of students for English.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To assist the Head of Faculty to identify resource needs and to contribute to the efficient /effective use of physical resources</li> <li>• To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within Key Stage 5</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.</li> <li>• To contribute to citizenship and enterprise according to the school policy.</li> <li>• To implement the Behaviour Management system in the Department so that effective learning can take place.</li> </ul>

<b>Teaching:</b>	<ul style="list-style-type: none"> <li>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Whole School</b>	<ul style="list-style-type: none"> <li>To take the responsibility for overseeing the accelerated reader programme throughout the school - ensuring all colleagues know how to access the accelerated reader programme, be in charge of publishing termly records on student/staff bulletin, organise rewards in Summer term and to liaise with the Librarian</li> <li>To take a collaborative role in the development and delivery of whole-school initiatives and developments.</li> <li>To ensure the English team contributes to the school's extra-curricular provision by providing:</li> <li>A weekly club (Period 6 activity)</li> <li>To ensure the school has a high profile with its English provision by ensuring all events are published on the school website, the school bulletin and placed in the Bath Chronicle.</li> <li>To be aware of and work within all school policies, particularly those on Safeguarding, Race Equality and Cultural Diversity and on Health and Safety.</li> <li>To contribute to the ethos of positive achievement of learning, high expectations of behaviour and respect for the environment.</li> <li>To carry out such other duties as are required and as are commensurate with the grade of the post.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>

Date:

Signed: .....

Dated: .....