GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post Title:	SECOND IN DEPARTMENT
Purpose:	• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils aged 11-19 and to support a designated curriculum area as appropriate. • To monitor and support the overall progress and development of pupils as a Teacher/Form Tutor. • To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards. • To share and support the Trust's responsibility to provide and monitor opportunities for pupils' personal and academic growth.
Reporting to:	Head of Department/Principal//Head of School/Deputy Principal/Assistant Principal
Responsible for:	The provision of a full learning experience and support for pupils in accordance with the professional duties of a teacher.
Liaising with:	The Executive Principal/Principal/Head of School/Deputy and Assistant Principals, teaching/support staff, external agencies and parents/carers. The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.
MAIN (CORE) DUTIES:	To carry out the professional duties of a school Teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.
Operational/Strategic Planning	• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your curriculum area. • To contribute to the department's development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to whole Academy planning activities.
Curriculum provision:	• To assist the Head of Department to ensure that the curriculum area provides a range of teaching that complements the Trust's strategic objectives.

Curriculum development:	• To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Trust's mission and strategic objectives.
Staff development:	• To take part in the Trust's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process.
Recruitment/deployment of staff:	• To ensure the effective/efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the Trust.
Quality Assurance:	• To help implement the Trust's quality procedures and adhere to them. • To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed Trust procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To review from time to time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
Management information:	• To maintain appropriate records and to provide relevant, accurate and up-to-date information for the Academy's information system, eg CMIS etc. • To complete the relevant documentation to assist in the tracking of pupils. • To track pupil progress and use information to inform teaching and learning.
Communications:	• To communicate effectively with the parents of pupils as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the Trust. • To follow agreed policies for communications in the Trust. • An ability to converse at ease with all customers and

provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.

Marketing and liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner Academies.
- To contribute to the development of effective subject links with external agencies and other schools.

Management of resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the pupils.

Pastoral system:

- To be a form tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the group as a whole.
- To liaise with the Director of Achievement/SENCo/Head of Year/Assistant Principal to ensure the implementation of the Trust's support systems.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parents of pupils and with persons or bodies outside the Trust concerned with the welfare of individual pupils, after consultation with the appropriate senior staff.
- To contribute to PSHE, citizenship and enterprise education, according to the Trust policies.
- To support the Trust's behaviour management protocols so that effective learning can take place.

Teaching:

- To teach pupils according to their educational needs including the setting and marking of work to be carried out by the pupil in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of pupils.
- To ensure that ICT, literacy, numeracy and Academy subject specialism(s) are reflected in the

teaching/learning experience of pupils.

- To undertake a designated programme of teaching to fully prepare pupils for all examinations and tests.
- To ensure a high quality learning experience for pupils that meets internal and external quality standards.
- To prepare and update teaching materials.
- To use a variety of delivery methods that will stimulate learning appropriate to pupil needs and the demands of the syllabus and/or scheme of work.

- To maintain discipline in accordance with the Trust's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental, year and Trust procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To jointly plan with any Learning Assistants or Learning Mentors allocated to pupils in your classes.

Other specific duties:

- To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To carry out pre-school, break, lunchtime and after school duties as assigned to you.
- To actively promote the Trust's corporate policies.
- To continue personal development as agreed.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.

Additional Specific Responsibilities:

1. To set and maintain high standards of dress, behaviour and expectations.
2. To be responsible for the development of a range of teaching and learning styles in at least one key stage.
3. To be responsible for monitoring evaluating and reviewing the quality of homework, marking and standards of achievement in at least one key stage.
4. To use performance data to identify underachieving pupils and develop strategies to support these pupils.
5. To be responsible for the Gifted and Talented provision within the department.
6. To support the Head of Department in the organisation of internal and external assessments and examinations.
7. To support the Head of Department in monitoring the quality of reports to parents.
8. To represent the Head of Department whenever necessary.

9. To be responsible for any other aspects of the department's work, as agreed with the Head of Department.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.