



POST: **Second in English**

THE SCHOOL TEACHER'S PAY AND CONDITIONS DOCUMENT SETS OUT THE STATUTORY RESPONSIBILITIES OF ALL STAFF. THIS JOB DESCRIPTION COMPLEMENTS THAT DOCUMENT AND PROVIDES THE SPECIFIC CONTEXT FOR THIS POST

RESPONSIBLE TO: **The Headteacher through the Head of School – Communication**

RESPONSIBILITIES: **To teach English as identified by the schemes of work and lead, drive and co-ordinate an aspect of the English Curriculum to maximise student progress and outcomes.**

General Responsibilities

To contribute to the development of a strong, effective academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the academy's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The academy's ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.

- to teach English to students throughout the age and ability range
- to attend appropriate meetings/courses in order to keep abreast of developments
- to participate in activities associated with performance management.
- to prepare students' reports, written or verbal and to meet deadlines, as deemed necessary by the Senior Leadership Team or the Governors.

Specific Responsibilities

As second in department

- In conjunction with the Head of School for Communication, to develop an action plan for your area of responsibility, implementing, reviewing and monitoring its effectiveness
- To take a lead role in the monitoring of student progress and intervention in your area of responsibility
- To attend departmental meetings and lead those parts of the meetings focussed on your area of responsibility
- To act as a role model for colleagues in the department, showcasing best practice

in teaching practice and in your area of responsibility

- Delivery of CPD within the School of Education for Communication
- To assist with the performance management of staff in the School of Education for Communication
- Maintain an up to date knowledge of new ideas regarding teaching and learning pedagogy in your area of responsibility

Core teaching

- to motivate students to learn about English and ensure sufficient uptake of English courses at key stages 4 and 5.
- to encourage students to achieve their best at all times and particularly at the end of the Key Stages in public examinations.
- to negotiate personal targets through a process of review, formal assessment, recording achievement and action planning of students.
- to implement and review curriculum appropriate to the students.
- to use hardware and software at times to deliver appropriate and engaging materials for students to learn.
- to monitor and record student progress throughout their course.
- to provide high quality reports to parents.
- to promote extra-curricular activities within the subject area.
- to ensure the teaching areas are enhanced by a stimulating learning environment.
- to undertake the role of a form tutor.
- to participate fully in the life of the Academy.

Caring for Customers - To provide quality services that are what our children/young people want and need. To give children/young people the opportunity to comment or complain if they need to. To work with students and do what needs to be done to meet their needs. To inform the Headteacher about what children/young people say in relation to teaching and learning

Develop oneself and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.

Valuing Diversity - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our students tell us is valued by reporting it back into the Academy. To be responsible for promoting and participating in the achievement of the Academy's action plan.

Safer Recruitment - This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

The post holder may be required to carry out any other duties determined by the Principal and commensurate with the post.

Date job description updated: January 2018

Job description prepared by: R Lucas / C Wilkinson