



Job Description

Job Title: Second in Department – English
Accountable to: Strategic School Improvement Leader: English
TLR: 2B (£4,247)

Overall Purpose of the Job:

- As Second in Department you will assist the Strategic School Improvement Leader: English with the leading, managing and development of the English faculty and curriculum provision.
- Whilst carrying out the professional duties of a teacher, you will provide highly engaging, relevant and innovative learning opportunities at all key stages to ensure students make exceptional progress in your subject and are provided with the skills they need to be successful in their future lives. You will demonstrate outstanding teaching and learning in these areas, both in your own practice and leadership of others.

Main duties and responsibilities:

- To support the school's objectives and development plan through assisting the Strategic School Improvement Leader with the development of a department Strategy Plan with coherence and reference to the needs of students as well as the strategic direction of the school.
- To ensure that all members of staff within the department understand and are working towards the aims of the department and the school Development Plan.
- To support the Strategic School Improvement Leader in developing a curriculum provision that fully meets the needs of all students; developing and implementing policies and practices as appropriate and assisting with the development of schemes of work to support the team in delivering high-quality lessons
- To demonstrate and articulate consistently high expectations of classroom practice to provide challenge and improvement and to lead by example.
- To assist with ensuring assessment and feedback is carried out effectively within the department.
- To support department staff in identifying and addressing barriers to learning – including SEN, behavioural and social difficulties
- To develop waves of intervention strategies to support and enhance student learning, both within lessons and extra-curricular, to ensure all pupils make good progress.
- To ensure appropriate action is taken on issues arising from the data, setting deadlines when necessary and reviewing progress on action taken.
- To support the Strategic School Improvement Leader with leading and managing a team of motivated staff within the department, acting as a positive role model, promoting teamwork to ensure effective working relations and undertaking Appraisal reviews as required.
- To assist with the organisation of subject twilight session.
- To promote the study of English across all key stages and develop extra-curricular and enrichment provision within the department.
- To take an active part in liaison activities such as parents' evenings, review days and celebration evenings.

- To assist the Strategic School Improvement Leader with Quality Assurance across the department.
- To assist with making appropriate arrangements for classes when staff are absent.
- To keep up to date with developments in your subject area and in teaching practice

Generic staff requirements:

- To uphold the professional standards expected of every member of staff in all dealings with colleagues, students, parents/carers and the wider community.
- To play a full part in the life of the school community; supporting and promoting its mission, ethos and values and complying with policies and procedures.
- To actively contribute to the continued development of the School by attending training, participating in relevant meetings and putting forward ideas for improvement.
- To be jointly responsible for promoting and safeguarding the welfare of students.
- To promote equality, diversity and inclusion and demonstrate this within your role.
- To be responsible for your own Health & safety, as well as that of others.
- To ensure the confidentiality and security of all the School's data, documentation and information.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signed:

Date: