

**SECOND IN CHARGE OF SUBJECT**

**JOB DESCRIPTION**

**General responsibilities**

To provide effective support for the leadership and management of the department/area and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement.

-Support the HOD in:

* Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice.
* Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment.
* Giving guidance, support and encouragement to staff and leading in-service development sessions.
* Securing the highest standards of pupil achievement, monitoring and evaluation of pupil achievement and setting targets for improvement.
* Developing and enhancing the teaching practice of others by evaluating, supporting, guiding and target setting.
* The post holder is expected to meet all the Core and Post Threshold, Excellent and Advanced Skills Professional Standards for Teachers.
* All leaders in the school will devise strategies for raising attainment and ensuring the School Improvement Plan is implemented successfully
* Monitoring individual and groups of student’s progress against targets within the subject as identified and agreed by HOD.
* Performance management review(s) and act as reviewer for subject staff as required.
* Interview processes for subject teaching posts when required and to ensure effective induction of new staff.
* Demonstrating a passionate commitment to raising standards for all students and developing opportunities for learner voice and act as a positive role model.
* Ensuring that the Behaviour policy is consistently carried out by all members of staff in the subject to ensure that effective learning takes place.
* Monitoring students’ progress and performance with the class teacher in relation to targets set for each individual, ensuring that personalised interventions are actioned where necessary.

**Leadership and management**

* Inspire department members by personal example and hard work.
* Play a major role in the School’s middle management assisting the Principal in creating a vision, sense of purpose and pride about the Department and its work.
* Assist in maintaining behaviour in the Department including supporting staff during lessons when appropriate.
* Identify and applaud areas of success for individual teachers and the Department.
* Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the improvement plan and produce resources as a team.
* Implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject. A portfolio of exemplar work moderated against grade descriptors should be maintained.
* Initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or a club, etc.
* Deputise for HOD in their absence, including attendance at meetings.

**Curricular/Departmental Development**

* Contribute towards continuity and progression within the whole school curriculum.
* Contribute to the Department development plan, its implementation and the part it plays in the whole school development.
* Develop with others comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils, and incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
* Develop with others departmental strategies for the pupils’ spiritual, moral, social and cultural development, including citizenship.
* Assist in monitoring and evaluating the teaching in the Department.
* Develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs.
* Work with the SENCO to ensure IEPs are used to set subject-specific targets, and match curricular materials and approaches to pupil needs.
* Ensure that the department supports the School’s implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection.

**Liaison/Communication**

* Meet regularly and work with the HOD for professional support and develop effective departmental management.
* Oversee and monitor the accuracy of assessments and work effectively with the exam officer on examination entries.
* Liaise with colleagues from other departments in order to provide a smooth transition between schools and phases for all pupils.
* Liaise with other curriculum areas in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship.