

Job Description:

Teacher: Second in Charge (2iC)

Date:	September 2023	Salary:	Appropriate point on the MPS/ETPR + relevant TLR
Accountable to:	Principal	Teaching commitment:	Contact time will be 24/30 plus a commitment of five sessions per week of either duty or Floreat.
In liaison with:	SLT		

Purpose of the Post

To work with your Head of Department to:

1. Design an engaging and challenging curriculum that enables all students to achieve at the highest level.
2. Lead and manage the department's teachers to ensure the highest possible standards, delivering training, coaching and mentoring to your team as required.
3. Put in place systems at a department level that lead to outstanding teaching.
4. Put in place systems for tracking, monitoring and accountability for the progress and attainment of students.
5. Ensure marking and feedback is of the highest standard across your department
6. Model exemplary practice in terms of managing difficult behaviour from students, and establish a culture of high expectations and mutual respect between staff and students in your department.

Curriculum

- Review and develop the curriculum on an ongoing basis, taking into account the findings from monitoring and self-evaluation.
- Set regular, measurable and appropriate assessments for students, ensuring they are well prepared for these, and parents are kept well informed.
- Ensure internal and external moderation of assessments for accuracy and consistency.
- Provide strong expertise in the GCSE examination requirements in your subject, plus any other qualifications your department offers.

Teaching and Learning

- Be a role model for and support on high quality learning and teaching.
- Support the Head of Department in monitoring the quality of learning and teaching through regular reviews, including lesson observation, work scrutiny and student voice.

- Ensure that teacher allocation to teaching groups is both equitable and maximises the outcomes for students.

Staff Accountability, Support and Development

- Assist in the monitor the quality of teaching and learning and planning within your department.
- Support the training and professional development of teachers wherever needed.
- Assist in establishing a Departmental Improvement Plan and monitor its implementation during the year.
- Manage the development of department resources effectively and efficiently.
- Induct and mentor ECTs, student teachers and new starters into the department, as required.

Students

- Create a climate which supports and encourages all students in the subject.
- Track and monitor the academic progress of all students in the subject including the more able and those with

SEN or linguistic needs and liaise with the relevant line manager and the SENCO regarding support for student progress.

- Ensure that all students make good progress by using prior attainment data and tracking to identify underachieving individual students or groups of students and where necessary create and implement effective interventions.
- Recognise and acknowledge all aspects of achievement and implement the school's rewards and merits systems.
- Follow up discipline matters within the department in accordance with the school Behaviour policy and to implement appropriate sanctions.

General

- Proactively pursue and promote positive relationships with staff, students and parents and act as a role model in this regard.
- Ensure that the department is properly represented on parents' evenings.
- Develop links with the community and with industry as appropriate and liaise with external agencies as necessary.
- Be aware of current educational developments and the conclusions of educational research as they may be relevant to practices and policies within the school.
- Oversight of all Health Safety issues relevant to the department.
- Contribute to the effective delivery of the CWC FLOREAT programme
- Attend and contribute to middle management meetings.
- Attend SLT and Trustee meetings when requested.
- Ensure consultation with other departments on cross curricular themes and needs
- Maintain a high profile around the school by regularly patrolling department areas and corridors and visiting classrooms.
- Promote and support school events.
- To be prepared to attend meetings and organise out of school hours' interventions beyond directed time.

- Carry out responsibilities at all times with due regard to CWC Trust policy, organisation and arrangements for Health Safety at Work.

Any Other Duties

- **Undertake any task to support the safe daily functioning of the Trust to support the academy as requested by the Principal/CEO.**

Signed _____

Date _____

