

**WOOLWICH POLYTECHNIC SCHOOL FOR GIRLS**

Job Description: **Second in English Department**

Reporting to: Head of Department

School Contract: Permanent

Working Pattern: Full Time

Salary: QTS Pay Scale plus TLR and inner London Weighting

**The Role**

As Second in English Department, you will assist the Head of English in the effective delivery of an outstanding curriculum, which ensures the highest level of student progress and attainment in English. You will support the Head of Department to lead and develop the professional community of teachers in English to ensure excellent teaching and learning in every classroom in line with school’s vision and values.

**Key Responsibilities**

**Leadership and Management**

* Share responsibility for leading and developing the department, the induction of new staff particularly NQT and PGCE students, etc., as agreed with the Head of Department
* Assist the Head of Department in cross-school subject co-ordination and in raising the profile of the department across the school, including managing the extra-curricular programme
* Direct and supervise support staff assigned to lessons
* Help to maintain and establish discipline across the school adhering to the school’s policy
* Undertake responsibilities of the Head of Department in their absence
* Within the context of the school’s curriculum and schemes of work, plan, resource and prepare effective teaching schemes and sequences of lessons to the highest standard, under the direction of the Head of Department in line with DfE and Ofsted guidance
* Enrich the curriculum with trips and visits to enhance the learning experience of all students according to the departmental culture capital map

**Teaching & Learning**

* Maintain expert knowledge of teaching and learning, keeping abreast of the latest research and publications, attending courses and disseminating great practice to members of the department
* Monitor and evaluate teaching and learning
* Research, amend and administer appropriate assessments
* To track and monitor data, identifying students requiring additional support and managing interventions.
* Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
* Maintain high standards of teaching and learning within your classes, ensuring effective tracking and monitoring takes place at all times
* Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and nurture every student’s intellectual curiosity
* Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outstanding outcomes by all pupils
* Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
* Work collaboratively with colleagues, students and families to develop a strong school community

**Form Tutor Responsibilities**

* Maintain a holistic overview of the academic and pastoral progress of your tutees, including monitoring their wellbeing, academic attainment and progress.
* Develop strong, trusted, relationships with each tutee to act as her mentor.
* Support with the delivery of morning intervention including reading
* Deliver the school personal development and character programme in tutor time.
* Implement WPSfG’s attendance, rewards, sanctions and behaviour policies, including being the primary behavioural point of contact for tutees and maintaining a weekly check of tutees’ planners, uniform and equipment.
* Identify the need for, and support the design of, interventions to support pupils who are not meeting expectations.
* Monitor the safeguarding and welfare of tutees.
* Engage tutees’ teaching staff to facilitate the sharing of relevant pupil specific strategies, information and best practice.
* Make appropriate staff SENDCO, pastoral staff (HOYs/DHOYs) and members of senior leadership team aware of any issues with tutees as required.
* Proactively engage parents of tutees and endeavour to build positive home-school relationships.
* Act as the primary point of contact for parents of your tutees.
* Model the ethos and vision of the school.
* Keep the form register and monitor patterns of pupil attendance/ absence.
* Keep in regular contact with parents to ensure any absences are always explained.
* Support with our careers and Post-16 process including writing references for Year 11 pupils.
* Support the detailed learning needs of pupils not reaching national standards within the RAP intervention programme if not met through curriculum time.

**Other**

* Actively promote the safety and welfare of our children and young people
* Ensure the Department budget and resources are effectively managed.
* Engage positively with the Growing Great Teachers (GGT) action research programme.
* Participate in arrangements for preparing students for external/internal examinations, in assessing students for the purpose of such examinations.
* Ensure compliance with School’s data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with other schools to share good practice
* Organise external moderation of summative assessments and to act on feedback
* To lead on the training of all staff on numeracy across the curriculum.
* This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Second in English Department**

**Qualification Criteria**

* Qualified to teach (and work) in the UK
* Qualified to degree level and above
* Degree in English or related subject

**Knowledge, Skills and Experience**

* Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
* Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and of leading successful extra-curricular programmes
* Experience or knowledge of improving the quality of teaching and learning through the development of progression plans, schemes of work and high-quality resources
* Experience of interpreting complex student data to drive lesson planning and student progress
* Experience of raising attainment in a challenging classroom environment
* Excellent understanding of both subject and general teaching pedagogy
* Be or demonstrate the potential to become an outstanding teacher of English
* Mastery of and enthusiasm for English
* Effective and systematic behaviour management
* Knowledge of the national secondary education system, examinations and Curriculum

**Behaviours**

* Genuine passion for the subject and a belief in the potential of every student
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
* High expectations for accountability and consistency
* Deep commitment to WPSfG’s vision and values
* Excellent interpersonal, planning and organisational skills
* Resilient, motivated and committed to achieving excellence
* Reflective and proactive in seeking feedback to constantly improve practice
* Motivation to continually improve standards and achieve excellence
* Acts as a role model to staff and students
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
* Commitment to and understanding of professionalism in line with the National Teaching Standards

**Other**

* Right to work in the UK
* The ability to work effectively alone and as a part of a team
* Strong interpersonal, written and oral communication skills and ICT skills
* Strong organisational and time management skills
* The ability to take personal responsibility, a readiness to reflect and self-evaluate, and the ability to change, develop and improve
* Confidence and self-motivation
* The ability to work well under pressure
* High levels of honesty and integrity
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

**This post is subject to an enhanced DBS check. Woolwich Polytechnic School for Girls is committed to safeguarding and promoting the welfare of children and young people in our academies. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.**