

## HEALTH FUTURES UTC

### JOB DESCRIPTION

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|------------------------|--|
| <b>Job Title:</b>      | Second in Department                                   |
| <b>Salary:</b>         | Dependent on skills and experience                     |
| <b>Accountable to:</b> | Principal  |
| <b>Reports to:</b>     | Subject leader/Director of Faculty/Assistant Principal |

#### **Key Purpose:**

To deliver high quality teaching in subjects/areas which their qualifications, experience and training equip them and contribute to the development and organisation of teaching and learning of these areas.

To provide effective leadership that supports the Subject Leader in ensuring our students receive the highest quality of education. Provide effective support and challenge that secures outstanding teaching and learning and enables all students to achieve and exceed their targets.

To provide caring and responsive pastoral care for the students within their tutorial group and more widely.

To contribute to enrichment opportunities for students.

#### **Key Roles and Responsibilities:**

A subject teacher is responsible for their personal performance and that of the students taught and tutored by them. All staff will also be expected to uphold and promote the values and ethos of the UTC and contribute to the development of the students in our care.

The Second in Department is also responsible to the Subject Leader for the standards of teaching, learning and achievement within their responsibility areas.

1. In partnership with the Subject Leader, develop and review the quality of teaching and learning within the area.
2. Track the performance of students within their area, providing feedback to staff and contributing to whole school tracking and planning and delivering interventions.
3. The pastoral care of students enrolled at the UTC and particularly for those within their tutorial group.
4. Upholding the policies and procedures of the UTC.
5. Contributing to the development of the UTC as appropriate.
6. Contribute to student enrichment opportunities.
7. Support colleagues to ensure the highest standards of conduct are maintained by our students both within and outside of the UTC.

8. Represent the UTC internally and externally.

### **Leadership Behaviours:**

You will demonstrate the professional behaviours appropriate to your role. This includes sustained support and promotion of the UTC's philosophy, culture and ethos. Demonstrating both integrity and responsibility within and beyond the UTC in relation to policies, strategy and decisions. This includes:

1. **Vision:** Within the context of the overall vision for the UTC formulate and articulate your vision for the development of those areas of responsibility that are within your remit.
2. **Direction:** Provide a sense of purpose and direction; be optimistic and promote a 'can do' attitude with both staff and students.
3. **Policy:** Lead or contribute to the development of UTC policies ensuring those policies within your remit are clearly aligned, implemented and regularly reviewed. Ensure that UTC policies are effectively implemented.
4. **Continuous Improvement:** Keep abreast of educational research and developments actively seeking opportunities (including national and international) that support the continuous improvement of the UTC.
5. **Curriculum Development:** Ensure that the curriculum followed by students meets their needs, the strategic purpose of the UTC and statutory requirements.
6. **Student Performance:** Ensure that appropriately challenging targets are set for all students and monitor their performance in terms of attainment, achievement and progress.
7. **Student Wellbeing:** Ensure that all students are well cared for and treated with integrity and respect.
8. **Professional Development:** Ensure that all staff are fully trained and equipped to fulfil their role. Ensure that following external training attended by a team member(s) that effective dissemination to the wider team takes place.
9. **Effective Teaching and Learning:** Ensure that teaching and learning meets the needs of learners impacting positively upon student attainment and achievement.
10. **Performance Management:** Monitor, analyse, evaluate and report upon the effectiveness and performance of aspects of the UTC within your remit. This includes:
  - a. Day to day recognition and reinforcement and encouragement of effective performance.
  - b. Where necessary challenge under performance of team members.
  - c. Implement the UTC Performance management policy and processes. Ensuring that effective performance and achievements are recognised and that future professional development needs and performance objectives are identified.
  - d. Preparing reports reviewing the performance of aspects of the UTC.

11. **Appointment of Staff:** As appropriate participate in the appointment and professional development of staff.