

**KINGSDALE SCHOOL**  
**SECOND-IN-CHARGE OF DEPARTMENT**

**Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation.

Responsibility for safeguarding and protecting the welfare of all students, particularly designated students at specified times in accordance with the timetable or other directions with specific regard to registration of pupils and risk assessments within the department.

**Purpose**

1. To be accountable for student progress and development within the curricular area and to ensure staff comply with the standards set at national, local and school level.
2. To actively support the implementation of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies.

**Job Description**

1. To deputise for the Head of Department when absent and to assist the Head of Department in the day to day running of the Department.
2. To be responsible for agreed areas within the Department as designated by the Head of Department/Director.
3. To contribute to the implementation of and adherence to departmental/school policy and procedures.
4. To assist the Head of Department to review and develop the departmental action plans and to devise strategies to raise achievement at Key Stages 3, 4 & 5.
5. To ensure that all pupils are supported and enabled to achieve their full potential.
6. To take on any other reasonable duties which may be requested from time to time by the Headteacher.
7. To prepare rigorous departmental self-evaluation reports based on robust self-evaluation processes.
8. To employ a wide range of interpersonal skills to liaise with staff on a daily basis – disseminate information, provide support and guidance, consult on new policies.
9. To ensure that behaviour management systems are implemented in the department in accordance with school policy, including the implementation and organisation of the shadow support timetable and departmental detentions.

10. To monitor the work of teacher's within the department offering guidance and support where required and helping them to identify improved ways of working.
11. To assist with the Performance Management of teachers in the department to raise the quality of teaching and learning.
12. To keep up-to-date with curriculum developments which affect the department ensuring that team members are aware of new initiatives and how they are going to be implemented.
13. To set work for absent colleagues and to ensure such work is marked.
14. To maintain accurate and up-to-date information concerning the department on management information systems and to quality assure academic performance information including teacher assessments, SIMS and examination entry data.
15. To ensure that subject reports are appropriately written and moderated and action taken to enable team members to meet school deadlines for submission of reports to their Director.
16. To ensure that team members are setting homework and marking pupils' work according to school policy.
17. To ensure highly effective and supportive communication with parents/carers of students in the department.
18. To take responsibility for the efficient procurement and use of resources within the department.
19. To be responsible for the development and practice of Assessment for Learning within the department.
20. To take responsibility for the standardisation of assessment across different Key Stages and Subjects within the department.
21. To take responsibility for updating and reviewing the departmental website and Managed Learning Environment.
22. To take responsibility for maximising the progress of Gifted & Talented pupils within the department.

### **Selection Criteria**

1. Must have a degree or equivalent qualification in a relevant subject.
2. Qualified Teacher Status. \*Must satisfy criteria for CPS teacher.
3. Appropriate and successful experience and/or qualification in the teaching of the named subject(s).
4. Proven ability to take on designated responsibilities within subject area and the potential to assume leadership and management of agreed roles.
5. Proven ability to work successfully with teams of colleagues and evidence of being an excellent classroom practitioner.
6. Ability to promote high standards of behaviour in the classroom and whole School environment. To possess excellent classroom and behaviour management skills.
7. Proven ability to motivate pupils and to improve their achievement/attainment at Key Stages 3, 4 & 5.
8. The knowledge, understanding and ability to implement the School's Equal Opportunities Policy.

9. Excellent attendance and punctuality records, as well as excellent health and physical fitness.
10. Experience of highly successful teaching in a diverse/multi-ethnic School.
11. To have an understanding of, and commitment to, the ethos of Kingsdale Foundation School.
12. Ability to carry out the job description.
13. Highly professional with the ability, initiative and willingness to complete tasks and to act at all times to ensure the smooth operation of the school.
14. To lead by setting an excellent example.

\*Please do not duplicate responses