

Second in Charge – English – Job Description TLR 2b

Responsible to: Head of English

Responsible for:

- Supporting the Head of English in leading the attainment, progress and achievement of students in English across the key stages
- Retention of KS4 students into the Sixth Form English
- Leading enrichment and engagement of English and Literacy across the key stages
- Line managing designated staff in English

Job Purpose:

- To take a leading role in tracking within the department
- To assist in leading, managing and co-ordinating the strategic development of English within the school to lead to exceptional achievement in the department
- To assist in leading, monitoring and evaluating the innovation and development of learning and teaching strategies within English
- To be accountable for student attainment and progress in English ensuring every student achieves and exceeds their potential
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a department and school approach
- To take a full role within the school community as a middle leader
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To help lead in raising standards of student attainment within the English department and the wider school

Strategic Development and Managing Resources:

- Support the development and implementation of the vision and strategic direction of the school which reflects its educational and moral aspirations and values
- Contribute to the whole school SIP with regards to the evaluation of learning and teaching on a whole school level in conjunction with the leadership team
- Contribute toward the production and review of the Department Development Plan in conjunction with the department
- Lead the process of monitoring and evaluation of curriculum areas in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required

Teaching:

- To undertake a designated programme of teaching across all key stages
- Teach consistently high quality lessons
- Act as a role model through an open door policy to lessons and modelling best practice in lessons
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers
- To complete the relevant documentation to assist in the tracking of students
- Set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- Prioritise and manage time effectively, ensuring continued professional development in line with the role

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies for a give key stage
- To lead the planning and preparation of courses and lessons
- To follow the school policies and procedures and ensure the department does as a whole
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Reviewing, developing and refining schemes of work by leading and managing other staff in the Department to extend and improve current resources.
- Developing and co-ordinating curricular links with primary schools and external agencies.
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of English
- Promote English learning through out of hours activities
- Contribute towards ensuring a high quality learning environment within the English area by managing and improving the classroom environment and departmental displays

Assessment, Feedback and Tracking:

- To help lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To help lead the department monitoring and tracking systems relating to students attainment, progress and achievement, completing the relevant documentation and using information to inform learning and teaching
- Mark, grade and give written/verbal and diagnostic feedback as required
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required

Staff Development:

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To contribute towards the learning and development of the Science team and wider staff to improve learning & teaching
- Contribute towards whole school CPD programmes
- Provide regular feedback for colleagues in a way which recognises good practice and results in tangible impact on student learning
- Establish clear expectations and constructive relationships among staff
- Support teachers experiencing difficulties
- Contribute towards the induction and mentoring of newly qualified teachers
- Participate in the initial teacher training programme within the school
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Student Support and Progress:

- To be a Form Tutor to an assigned group of students if and when required
- To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.

- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To contribute to the preparation of Action Plans and other reports as required
- To contribute to PSHE and citizenship and enterprise according to school policy
- Providing support to colleagues in all matters relating to teaching including classroom management and student behaviour
- Develop the celebration of student achievement
- Lead progress review of students on department courses
- To run detentions as required by school procedures
- Meet with students over whom there are concerns and contact home where necessary in conjunction with student support teams
- Establish target setting for students on courses
- Ensure that there is a process of progress review of students on department courses

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Communications, Marketing and Liaison:

- To follow agreed policies for communications in the school
- To attend relevant middle leaders meetings and feedback to department and to put forward department viewpoints
- Lead department meetings and provide an agenda of points to be considered
- Provide staff with necessary dates for activities and deadlines related to the courses, faculty and whole school issues
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- To contribute to the development of effective subject links with external agencies.
- Promote department subjects within the school
- Identify and establish cross curricular links to raise profile of subjects.
- Help generate and update department handbook and provide relevant guidance for staff

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.
- To attend Governors meetings as and when required

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher