

Second in Charge - English - Job Description TLR 2b

AF – Application Form

SP – Selection Process

Ref – Reference

Specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS		
▪ Degree or equivalent	Essential	AF
▪ Qualified Teacher Status	Essential	AF
▪ A higher degree or management qualification	Desirable	AF
▪ Evidence of continual professional development	Desirable	AF
PROFESSIONAL EXPERIENCE		
▪ Good / outstanding teacher	Essential	SP
▪ At least 3 years teaching experience in the secondary sector with a clear record of strong / improving outcomes for student achievement	Essential	AF,SP &Ref
▪ Experience of and commitment to teaching in a comprehensive school	Desirable	AF
▪ Experience of teaching and leadership in an 11-19 secondary school across all key stages	Essential	AF
▪ Teaching experience in more than one school	Desirable	AF
▪ Experience of contributing to whole school improvement including learning & teaching and raising student achievement	Desirable	AF
▪ Knowledge of current education policy and legal issues relating to schools and governance for students of English	Essential	SP
▪ Proven experience and success in leading improvement in behaviour management and a clear understanding of issues relating to inclusion	Essential	AF, SP & Ref
▪ Knowledge and understanding of safeguarding issues	Essential	SP
VISION & LEADERSHIP		
▪ Ability to help the Head of English to lead, motivate, challenge and inspire staff and students	Essential	AF,SP &Ref
▪ Ability to help Head of English create, develop and realise an ambitious vision	Essential	AF & SP
▪ Ability to identify, challenge and improve underperformance	Essential	AF,SP &Ref
▪ Experience of contributing to English and school self-evaluation and using the outcomes in future planning	Desirable	AF & SP
▪ Ability to initiate and successfully implement change including raising achievement for English students	Essential	AF & SP
LEADING LEARNING & TEACHING		
▪ Ability to lead improvement and development in learning and teaching on a faculty or year group level	Essential	AF, SP & Ref
▪ Ability to contribute to and help lead improvement and development in English learning and teaching	Desirable	AF, SP & Ref
▪ Ability to promote an 11 – 19 curriculum which meets English students' needs and national priorities	Desirable	AF & SP
▪ Ability to use data to support learning, set targets and monitor and evaluate performance of English students	Essential	SP
▪ Success in helping to improve behaviour and attendance of English students	Essential	AF & SP
▪ Experience in the use of new technologies to improve learning and teaching	Desirable	AF & SP

MANAGING THE DEPARTMENT		
▪ Experience of effective staff management including distribution and delegation of leadership responsibilities	Essential	AF & SP
▪ Ability to lead and manage data tracking, target setting and reporting for English students	Desirable	AF, SP & Ref
▪ Potential to contribute towards child protection and safeguarding	Desirable	AF, SP & Ref
▪ Experience of performance management and continuing professional development of self and others	Essential	SP
▪ Ability to empower and sustain effective teams	Essential	AF & SP
▪ Ability to create and implement policy through consultation with students, parents and others	Essential	AF & SP
▪ Experience of strategic financial planning, budgetary management and securing best value	Desirable	AF & SP
WORKING WITH OTHERS		
▪ Experience of leading and working successfully within a local school community	Essential	SP
▪ Experience of involving parents and carers in their children's learning	Essential	AF & SP
▪ Experience of working with governors, staff, Local Authority, outside agencies and the local community	Desirable	AF & SP
PERSONAL QUALITIES		
▪ Enthusiasm, drive and a love for the job	Essential	AF, SP & Ref
▪ Clear vision and an innovative approach	Essential	AF, SP & Ref
▪ A passion for ensuring all aspects of school life demonstrate integrity and respect	Essential	SP & Ref
▪ Commitment to a high profile presence in and around the school	Essential	AF, SP & Ref
▪ Ability to foster an open culture where all are valued and treated fairly	Essential	AF, SP & Ref
▪ Excellent communication skills, both verbal and written	Essential	SP
▪ Ability to delegate	Essential	SP
▪ Ability to negotiate	Essential	SP & Ref
▪ Ability to organise, plan and prioritise time effectively	Essential	SP
▪ Ability to act decisively	Essential	SP
▪ Willingness to challenge others to produce positive outcomes	Essential	SP
▪ Flexibility, adaptability and creativity	Essential	SP