

Northern Education Trust – Job Description

Job Title:	Second in Department (Humanities & MFL)		
Base:	Academy		
Reports to:	Head of Department	Grade:	MPS + TLR2a
Service responsibility:		Salary:	£23,720 - £35,008 + TLR2a
Additional:		Term:	Whole Year

JOB PURPOSE

The role of Second in Department will involve co-leading your subject area to ensure outstanding outcomes for students. This includes Learning and Teaching, curriculum provision, standard of attainment and behaviour and safety within the department. As Second in Department you will work collaboratively with the Head of Department to provide a vision for developing numeracy across the curriculum. You will provide highly engaging, relevant and innovative learning opportunities at all key stages to ensure students make exceptional progress in your subject and are provided with the skills they need to be successful in both the academy and their future lives. You will demonstrate outstanding learning and teaching in these areas, both in your own practice and leadership of others.

- The teaching of students and the associated pastoral and administrative duties in respect of those students in accordance with the aims and objectives of the academy.
- Any additional duties as may be required from time to time by the Principal.
- To support the Head of Department in the development of your subject both in the Communication Learning Centre and across the Academy.
- To monitor and evaluate the curriculum.
- Curriculum innovation.

JOB SUMMARY

1. Teaching the students assigned to you according to their educational needs, including the setting and marking of work to be carried out by the students in the academy or elsewhere.
2. Assessing, recording and reporting on the development, progress and attainment of all students.
3. Consistently applying the academy's behaviour policy at all times;
4. Promoting the general progress and well being of individual students and of any class or group of students assigned to him/her;
5. Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions;
6. Completing the academy's tracking systems;
7. Making records of and reporting on the personal and social needs of students;
8. Communicating and consulting with the parents of students;
9. Communicating and co-operating with relevant persons or bodies outside the academy;

10. Participating in meetings arranged for any of the purposes described above.
11. Participating in arrangements within the academy's policy for Performance Management.
12. Reviewing from time to time his/her methods of teaching and programmes of work.
13. Participating in arrangements for his/her further training and professional development as a teacher and manager.
14. Advising and co-operating with the Principal, Subject Directors, Head of Department and other teachers (or any one or more of them) on the preparation and development of courses of study, for all students, appropriate teaching materials, schemes of work, methods of teaching and assessment and pastoral arrangements;
15. Responding to the Code of Practice for Special Educational Needs, in accordance with the academy's policy.
16. Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the academy premises and when they are engaged in authorised Academy activities elsewhere;
17. Ensuring that the Academy's Child Safeguarding Policy is followed where there may be a concern;
18. Ensuring that personal knowledge of the academy's health and safety policy is updated and the practices are in accordance with it.
19. Participating in meetings at the academy as required.
20. Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations.
21. Recording and reporting such assessments;
22. Participating in arrangements for students' presentation for and supervision during such examinations.
23. Contributing to the selection for appointment, induction and personal development of all staff;
24. Co-ordinating or managing the work of supporting staff or volunteers.
25. Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy and Performance Management of staff as directed by the Principal.
26. Participating in administrative and organisational tasks related to such duties as described above, including the management or supervision of persons, providing support for the teachers in the academy and the ordering and allocation of equipment and materials;
27. Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Academy sessions.
28. Support the Head of Department to ensure teachers in your subject area consistently deliver good or better lessons and maintain positive learning environments.
29. Support the Head of Department in implementing the long term vision.
30. Plan schemes of learning and lessons for department at Key Stage Three, Four and Five which are engaging and relevant to students' needs and interests.
31. Develop new innovative approaches for learning utilising ICT and new resources.
32. Track and monitor student performance across your area of responsibility.
33. Ensure marking is regularly carried out in your area in accordance with academy marking policy and use assessment for learning to regularly share levels of achievement with students and parents

34. Report regularly to your line manager on current performance and develop intervention strategies to continually improve performance and achieve outstanding results.
35. Support and promote the professional development of teachers, providing training, mentoring and coaching where appropriate.
36. Maintain the highest standards of professionalism and consistently apply academy systems
37. Adhering to Academy and Trust policies and procedures.

GENERAL

1. To participate in wider Academy meetings and working groups as required.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date: