# 

Academies Enterprise Trust

**Job Description**

**Job Title:** Second in Subject

**Location:** Maltings Academy & New Rickstones Academy

**Hours of work:** Full time

**Reports to:** Head of Subject

**Purpose of the Role:**

To support the Head of Subject in leading, managing and developing the department, maximising student achievement and progress.

**Responsibilities:**

***Second in Subject***

1. To lead the maximising student achievement and progress in a given key stage.
2. To assist the Head of Subject in leading, managing and developing the department including:

* operational and strategic planning
* curriculum provision & development
* quality control systems
* data management
* communications
* marketing and liaison
* departmental resources

1. To deliver INSET and CPD sessions as require
2. To lead extra-curricular activities

***Teaching***

1. To undertake teaching in accordance with the appropriate professional standards.
2. To teach, students according to their educational needs, including the setting and marking of all class work and coursework carried out by students in the academy and elsewhere.
3. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
4. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
5. To ensure that ICT, literacy and numeracy are reflected in the teaching/learning experience of students.
6. To ensure a high quality learning experience for students that meet internal and external quality standards.
7. To prepare and update subject materials.
8. To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.
9. To maintain discipline in accordance with the academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
10. To undertake assessment of students as requested by external examination bodies, curriculum areas and academy procedures.
11. To mark, grade and give written/verbal and diagnostic feedback as required.
12. To liaise with the SENDCO and the form tutor over SEND students, modifying teaching accordingly.

***Form Tutor***

1. To support students in all aspects of their academy life and in preparation for their adult life
2. To develop an understanding and knowledge of each student as an individual
3. To enable students to play an active role in all aspects of the tutorial and PSHE programme
4. To undertake administrative-related tasks

***Pastoral System***

1. In conjunction with the Pastoral team, to monitor and support the overall progress and development of students within the department.
2. To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
3. To contribute to Life Skills and SMSC according to academy policy.
4. To ensure the academy’s behaviour management systems are implemented in the department
5. To follow the academy’s Safeguarding Policies and Procedures

***Academy Duties***

1. To undertake duties before academy and at break, on a rota basis.
2. To set cover work when on leave of absence.
3. To play a full part in the life of the academy community, to support its mission and ethos

***Line Management***

1. To line manage designated members of the team including recruitment; induction; training & development; link meetings, performance appraisals; absence management; performance and conduct

***Health and Safety***

1. To support the Head of Subject in ensuring the departmental area is a safe environment, completing risk assessments and any other necessary health and safety documentation for direct reports

**General**

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* To ensure that all duties and services provided are in accordance with the academy’s Equal Opportunities Policy
* To maintain confidentiality in all academy related matters

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers’ Pay and Conditions.
2. 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.
3. The 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.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher /Head of Academy.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

March 2019

**Please sign and return one copy to Human Resources and keep one copy for your records.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Specification**

**Job Title: Second in Subject**

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| --- | --- | --- | --- |
| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Degree in a relevant discipline * Teaching qualification recognised by DfE * Evidence of continuing and recent professional development | * Middle Leaders or other leadership qualification |
| **Knowledge**  **/Experience** | Specific knowledge/  experience required for the role | **Specialist Knowledge/Experience**   * Teaching experience across all key stages including KS5 * Advanced knowledge of National Curriculum requirements * Knowledge of strategies for improving the quality of teaching and learning * Knowledge of monitoring and evaluating the effectiveness of teaching and learning   **Organisation & Planning**   * Experience of managing a heavy workload and conflicting priorities   **Problem Solving**   * Knowledge of developing effective strategies to raise attainment and improve progress across a department   **People**   * Experience of building and maintaining effective relationship, negotiating and influencing others | * Experience of leading a key stage with successful outcomes in attainment and student progress |
| **Skills** | Line management responsibilities (no.) | * Line management for designated staff within subject area |  |
| Forward and strategic planning | * Long term planning for key stage |  |
| Budget (size & responsibilities) | * n/a |  |
| Abilities | * Excellent communication skills with the ability to communicate logically, concisely and persuasively to a variety of audiences, both orally and in writing * Excellent IT Skills * Ability to stay calm under pressure |  |
| **Personal Characteristics** | Behaviours | * Resillience * Student focused * Demonstrate a commitment to equality * Takes responsibility and accountability * Commitment to Academy aims, ethos & vision * Commitment to own professional development |  |
| **Special Requirements** |  | * Successful candidate will be subject to an Enhanced Disclosure & Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people * Role requires flexibility to meet academy needs including working at Maltings Academy, New Rickstones Academy & Witham Sixth Form Centre. |  |