

JOB DESCRIPTION

Job Details

Post Title	Second in Department
Responsible To	Head of Department

Purpose of the Job

Objectives

- To support the Head of Department in leading and managing the teachers in the department and in ensuring the 'good' delivery of the subject across all Key Stages.
- To support in monitoring and ensuring student progress across the department in all Key Stages.
- To take responsibility, leading and managing, specific areas e.g. a key stage, tracking and intervention

Leadership Role

- Share the leadership of the Department with the Head of Department.
- Take responsibility for specific areas e.g. a key stage, tracking and intervention.
- Support with the analysis of data.
- Lead others by example.
- Model good teaching and practice for other staff.
- Help evaluate the effectiveness of others' work and identify strategies for improvement.
- Support and develop colleagues e.g. through coaching.
- Take a leading role in intervention and other initiatives across the Academy.

Learning and Teaching Role

- The Second in Department will support in ensuring the quality of teaching and learning delivered within the department is effective and of a 'good' standard.

Assessment and Reporting

- The assessment of the Second in Department's work will be through the performance management system.
- The Second in Department will report to the Head of Department and he/she will be responsible for monitoring performance and reviewing progress of other colleagues in the department.

Liaison Role

- The Second in Department will liaise with other teachers, Second in Department, HoD, VPs and outside agencies when required.

Student Care Role

- Student care is crucial to this role and the Second in Department will ensure that all teachers within the department provide outcomes to the highest standards for all.

Management and Administration

- The Second in Department will lead all members of the department and manage the administration necessary to ensure that outcomes are of the highest standards.

Training and Development

- Necessary training will be given to ensure the Second in Department can carry out all their duties and they will in turn support their colleagues' development to ensure that all within department can perform to the best of their ability.

Other Duties

- Undertake any other duties as deemed appropriate by the Associate Principal.

Academy Responsibility

In addition to the specific responsibilities of this post, every member of staff at Kettering Science Academy will commit to:

- Providing a courteous and efficient service to students at all times.
- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy.
- Working to maintain the Academy at the forefront of educational practice.
- Fostering and sustaining a culture of independence and creativity in all aspects of the Academy's operation.

Performance Management

All staff will participate in Kettering Science Academy's Performance Management review scheme as outlined in the Academy's pay and CPD policies.

Role Review

This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder, subject to the Associate Principal's approval.

This job description is provided as a supplement to the standard Teacher Job Description