



SECOND IN DEPARTMENT ROLE DESCRIPTION

OVERVIEW OF THE ROLE

As directed by Head of Department to assist in the management and development of this area of the curriculum so as to ensure both high standards of teaching and learning and the well-being of staff and students.

REPORTS TO

You will be responsible to the Head of Department and will work within the framework set by and under the general direction of the Principal.

MAIN RESPONSIBILITIES OF THE ROLE

As directed by the Head of Department:

- To take responsibility for aspects of teaching and learning and to assist in ensuring the highest possible quality of both teaching and learning within all subject areas
- To engage in the creation and maintenance of a climate which ensures progress in the achievement of all students and makes a strong contribution to wider College objectives
- To engage the department's staff in the creation, consistent implementation and improvement of schemes of work to ensure the provision of a curriculum which inspires students
- To assist the Head of Department in ensuring that the department's displays are maintained to an excellent standard.
- To assist the Head of Department in ensuring that lessons are in line with the scheme of work and the objectives within it and that these are shared with students
- To assist the Head of Department in ensuring effective assessment, recording and accurate reporting to parents, agents and internal stakeholders by all members of the department
- To assist the Head of Department in ensuring that the Department fully complies with all of the applicable College and Departmental Policies and Procedures.
- In discussion with the Head of Department to recommend interventions for students including moves between teaching groups as appropriate
- To assist the Head of Department with arrangements to support programmes for targeted students, such as Oxbridge applicants
- To assist in the organising the provision of lesson material for students whose teacher is not available to teach them
- To ensure that all students are aware of internal and external examination requirements
- Organise student public examination entries in conjunction with Examinations Officer
- To participate in the recruitment and retention of departmental staff
- To assist identification INSET needs within the Department
- To assist the Head of Department in managing the effective use of allocated budgets
- To ensure a safe and secure environment for staff and students when they are working within the Department by consistent implementation of Health & Safety guidelines and risk assessments

PERSON SPECIFICATION

This is likely to overlap significantly with the requirements for your role as a teacher, but specific elements to highlight are shown below.

LEADERSHIP AND MANAGEMENT



- Inspirational – the ability inspire colleagues
- Exemplary – plays a lead role in encouraging staff development in the team and beyond and leads by example
- Maintains up to date professional knowledge of team, academic and pastoral issues
- Supports the College ethos and mission statement

MOTIVATION

- Is proactive rather than reactive in approach
- Takes responsibility and ownership for work issues and problems of a primary operational nature although the ability to think in a strategic way may also be required
- Implements improvements to work processes and practices within his/her remit
- Understands College goals and direction and sees fit with own

DRIVE

- Is energetic and enthusiastic
- Committed to role and to team/College
- Gets things done through influence rather than by railroading others
- Confronts and overcomes obstacles to progress within team

INTELLECT

- Demonstrates good critical thinking skills to understand client issues
- Can suggest and where appropriate implement solutions appropriate to client situations
- Gathers facts and analyses situations in accurate and organised fashion

JUDGEMENT

- Can think and act rationally and maturely without undue bias or reliance on emotional responses
- Can weigh up information, issues and evidence and draw balanced conclusions from such
- Shows clearly that he/she is learning from experience
- Knows when to ask for support and advice from colleagues
- Inspirational – the ability inspire colleagues
- Exemplary – plays a lead role in encouraging staff development in the team and beyond and leads by example
- Maintains up to date professional knowledge of team, academic and pastoral issues
- Supports the College ethos and mission statement

CREDIBILITY AND COMMUNICATION

- Has positive impact with colleagues and clients
- Projects appropriate professional image
- Speaks clearly and persuasively when interacting with internal personnel
- Keeps line manager and team informed of progress or difficulties
- Displays excellent listening and questioning skills

RESILIENCE

- Can balance the normal demands of a range of work and responsibilities without disruption to other team members or subordinates
- Can prioritise conflicting demands
- Remains balanced and rational in dealing with others at all times



TECHNICAL

- Comfortable with use of Microsoft Office applications
- Good level of written and spoken English
- Problem-solving abilities

TEAMWORK

- Has confidence and respect of peers and sub-ordinates, and superiors
- Establishes team direction and responsibilities for achievement of team/College objectives
- Understands others development needs and seeks opportunities to provide
- Creates open and supportive team climate

ORGANISATION

- Meets deadlines
- Demonstrates a capability to balance competing demands

