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| **English Second in Charge Job Description** |  |
| Employer Dagenham Park Church of England School Location Barking and Dagenham Responsibilities Second in charge – English |  |

## Aim:

To support the Head of English and provide effective leadership, and support for raising standards and attainment in English.

To coordinate all aspects of English Interventions across Key Stage 4 and be responsible for assuring good quality of schemes of learning at Key Stage4.

Line manage English staff where appropriate.

## Specific functions:

Inspire, motivate and influence staff and students, taking a leading role in developing and maintaining the highest standards of learning and teaching in English.

Act as a role model through an open door policy to lessons and modelling best practice in lessons.

Offer guidance about English as a subject and support to colleagues, particularly to colleagues who are non-specialists delivering the subject.

Raise standards of attainment in English by improving learning, teaching and assessment practice, through coordination and use of effective interventions.

Track the impact of interventions in English and liaise with the Head of English to ensure that trends are used to inform future provision.

Plan the learning and sequencing of English in your Key Stage, incorporating the curriulum where appropriate and ensure that all schemes of learning are appropriate for students.

Coordinate and quality assure the resourcing of Key Stage schemes of learning by English teaching staff, ensuring that resources are of a sufficiently high standard.

Monitor the performance and progress of all students in relation to English in your Key Stage and take appropriate action and intervention to ensure at least expected progress for individuals and groups of students.

Report regularly on standards and progress in English analysing progress and identifying under-performance among students.

Be accountable for standards achieved in English by the end of your Key Stage and hold individual teachers to account for standards achieved by their students.

Develop teacher confidence and ability to explore research based new approaches to pedagogy.

Identify inadequate teaching, particularly in your Key Stage and in consultation with the Head of English and other senior staff take appropriate action.

Support the development of continuity and progression in language, literacy and numeracy for all learners

Maintain a high profile at transition points in the school day and undertake other supervision duties.