



JOB DESCRIPTION

JOB TITLE: Second in Charge English

FACULTY: English

RESPONSIBLE TO: Head of Faculty

SALARY: TLR 2b

PURPOSE: To provide professional leadership and management within the English Faculty in order to secure high standards of learning and achievement for all students.

Key accountabilities:

1. Learning and Teaching

Within the Faculty you will organise effective teaching of the subject(s), evaluate the quality of teaching and standards of students' achievement and set targets for improvement.

In order to achieve this, you will:

- Follow the 'Oakwood DEAL' Teaching and Learning Policy.
- Head the development of English in the school, ensure curriculum coverage, continuity and progression for all students.
- Implement effective policies and practices for marking, assessing, recording and reporting on student achievement in line with the school's policy in order to assist students in setting targets for further improvement.
- Evaluate the teaching of English across the curriculum and use this analysis to improve the quality of lessons delivered.
- Establish a partnership with parents to involve them in their child's learning as well as providing information about curriculum, attainment, progress and targets.
- Ensure the effective deployment of resources.
- Ensure that there are opportunities for educational enhancement (booster classes, trips, links with local community, etc).
- Undertake Performance Management procedures in line with school policy.

2. Student Progress

Within the Faculty you will:

- Use data to inform planning and intervention for students' needs.
- Establish and implement clear consistent policies and practices for marking, assessing, recording and reporting on student achievement.
- Give praise and encouragement to students to promote a positive approach to learning.
- Use data effectively to identify students who are underachieving and where necessary, create and implement effective plans of action to support those students.
- Establish clear targets for attainment and evaluate the progress / achievement of all students, including those with special educational and linguistic needs.

- Ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly self-motivated in their work and to complete tasks independently when out of school.

3. Curriculum Area: Leadership, Management and Development

You will establish, with involvement of relevant staff, plans for the development and resourcing of the Faculty which:

- Identify realistic and challenging targets for improvement
- Are understood by all those involved in putting the plans into practice.
- Are clear about action to be taken, timescales and criteria for success.

In addition, you will also:

- Use self-assessment as a tool for improvement in order to evaluate progress and achievement by all students, including those with special educational and linguistic needs, within the English Faculty.

4. Teaching Staff: Leadership, Development and Enhancement of Teaching Practice

Within the Faculty you will:

- Support and work collaboratively with the faculty leader for English.
- Be a role model for all staff.
- Line manage team members, review their performance and set challenging targets.
- Commit to the coaching philosophy and train to be a coach, using the coaching model with other staff.
- Ensure that trainee and newly qualified teachers are appropriately trained and supported.
- Establish clear expectations and constructive working relationships among staff involved in the subject, evaluating practice and developing an acceptance of accountability.
- Audit the training needs of all staff working within the Faculty.
- Ensure the provision of high quality professional development for all subject staff.
- Enable teachers to achieve expertise in their subject teaching.

5. Professional Skills and Judgement

You should demonstrate and follow:

- The School's vision, aims and values are embedded in 'The 8 C's'.
- Strategy and development plans to achieve the School's vision and ethos.
- The restorative approach to solving issues whenever possible.
- Statutory requirements regarding cross-curricular responsibilities, Health and Safety and the SEN Code of Practice, assessment and reporting.
- Characteristics of high quality teaching and strategies for raising standards.
- The effective use of performance data in relation to raising attainment and standards.
- The School's financial management policies and procedures.
- Using ICT to impact on school improvement.

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service (DBS).