

WOKING HIGH SCHOOL

JOB DESCRIPTION: SECOND IN DEPARTMENT



This job profile recognises the requirements of the current School Teachers Pay and Conditions Document and reflects the policies established by the governors of Woking High School.

Personal Qualities and Attributes:

- Demonstrates consistently high expectations of all students, both academically and behaviourally;
- Leads initiatives to develop and improve Teaching, Learning and Assessment within the department and across the school effectively;
- Supports and challenges staff in a professional and informed manner, holding staff to account when necessary;
- Exemplifies a proactive leadership style, being both flexible and resilient in fulfilling responsibilities;
- Demonstrates resilience and reliability and maintains loyalty to the school at all times;
- Keeps abreast of current educational developments and the conclusions of educational research that may be relevant to practices and policies within the school;
- Takes advantage of relevant opportunities for professional development to ensure own professional growth;
- Has a strong personal belief that **all** students have the potential to be successful.

Job Description

Teaching, Learning and Assessment	• Model effective teaching by consistently delivering good and outstanding lessons; • Contribute to the monitoring and evaluation of the quality of TLA within the department; • Provide guidance and support for colleagues with lesson planning, delivery and assessment; • Maintain an up to date understanding of school based and national developments in Teaching, Learning and Assessment; • Monitor, review and evaluate the effectiveness of assessment policy and practice across the department; • Support the Head of Department in ensuring Woking High School TLA policies are implemented consistently; • Identify and share good and outstanding practice within the department.
Leadership and Management	• Deputise for the Head of Department in their absence; • Contribute to the planning and development of the department's curriculum; • Support the Head of Department in monitoring, evaluating and developing Schemes of Work;

	• Set high standards and challenging targets for students; • Closely track and monitor student progress across both Key Stages; • Take the lead role in co-ordinating student intervention across the department; • Take responsibility for the appraisal of at least two members of the department; • Support the Head of Department in ensuring department and whole school policies are consistently implemented; • Take responsibility for the administration of all set / grouping changes.
Specific Departmental Responsibilities	To be discussed and agreed with the successful candidate, the Head of Department and Line Manager upon appointment. • Support the Head of Department in preparing assessments for Spanish at KS3 and KS4. • Contributes to the monitoring of progress of students in Spanish at KS3 and KS4. • Supports EAL students in their preparation of early GCSE.

This Job Description will be reviewed and updated on an annual basis, in consultation with the Head of Department and the Line Manager.

Annual appraisal targets will be set and reviewed in accordance with the school's Appraisal Policy.