

THE PALMER CATHOLIC ACADEMY

JOB DESCRIPTION

Post: 2 i/c of English

Responsible to: Head of English

Salary: Main / Upper Pay Scale plus TLR2C

Overview of post:

- To assist Head of Department with supporting, holding accountable, developing and monitoring a team of teachers and support staff within the English Department to deliver high standards of teaching and professional practice.
- In addition to the following specific duties to comply and practice the responsibilities for teachers as set out in the School Teachers' Pay and Conditions document.

STUDENT ATTAINMENT

- To assist with ensuring that departmental lessons are engaging and stimulating taking into account individual needs of the students across the department.
- To assist with the development and production of a high quality teaching and learning which supports staff in delivering outstanding lessons.
- To assist with managing and developing resources to enhance the teaching of English.
- To assist with ensuring all teachers in the department set relevant homework and mark it in accordance with the academy's policy and practice.
- To assist with the monitoring and progression of students and identify appropriate intervention strategies for underachieving students.

CURRICULUM DEVELOPMENT

- To assist with ensuring that a broad and balanced range of relevant courses/modules which stimulate students' interest and engagement in learning and are appropriate to the needs of all student at the academy.
- To assist with curriculum development, including the development of appropriate schemes of work, resources, assessment and marking policies which support the academy's implementation of current statutory requirements.

PLANNING, MONITORING AND EVALUATION

- To assist with implementation of academy policies and procedures within the English department.
- To assist with ensuring that the work of the department promotes the academy's ethos and encourages social and moral responsibility through adherence to our mission statement and aims.
- To assist with analysing and interpreting relevant national, local and school data and inspection evidence to inform policies, practice and expectations and teaching methods.

- **STAFF DEVELOPMENT AND LEADERSHIP**

- To assist with leading the department by example through modelling excellent professional practice.
- To assist with promoting teamwork and motivating staff to ensure effective working relations.
- To assist with the day to day management and deployment of staff, including support staff.
- To assume responsibility for the day to day management and deployment of staff, including support staff in the absence of the Head of Department.
- To assist with the arrangements for classes when staff are absent, ensuring proper cover work is provided and that the cover teacher is aware of the work to be done.
- To assist with overseeing the induction and monitoring of new staff in the department and to ensure that NQTs and BTs are appropriately monitored and supported.
- To assist with holding departmental meetings and other CPD activities, with minutes kept and distributed as required.
- To assist with ensuring a high quality of display is present within classes and the department

STUDENTS BEHAVIOUR AND LEARNING

- To assist with monitoring students' attendance, punctuality and behaviour in English lessons, ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.
- To assist with co-ordinating, monitoring and developing provision for EAL, SEN and more able students in the department
- To assist with the monitoring the teaching and work of the department, including the planning and preparation and delivery of lessons, the keeping of records and reports to parents.
- To assist with celebrating success in students' achievement and progress using the academy's rewards systems.

SAFEGUARDING

- To follow the academy's policy in respect of safeguarding and child protection and ensure the health and safety of students.

These duties may be added to and/or varied at the reasonable discretion of the Headteacher.

Please note that this academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced criminal record check will be carried out prior confirming an offer of appointment.