



Manor High School

Second in English

Job Description

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Post Title: Second in English

Accountable to: Head of English

1. Introduction

Under the reasonable direction of the Headteacher, the post holder will carry out the professional duties of a teacher as set out in the current Teachers' Pay and Conditions Document (STPCD). Further, as a leader within this core subject, with responsibility for a number of teachers, support staff, lessons and students, expectations of the post holder will be:

- To assist the Head of English in raising standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the department.
- To develop and enhance the teaching practice of others.
- To assist the Head of English in ensuring the provision of an appropriately broad, balanced relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies.
- To be accountable for leading, managing and developing the department.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

2. Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

3. Operational/strategic planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies as directed by the Head of English.
- To be responsible for the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources as directed by the Head of English.
- To monitor actively and follow up student progress.
- To implement school policies and procedures, e.g. Equal Opportunities, Homework, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To lead and manage aspects of the business planning function of the department and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP, departmental plan, SEF and the aims and objectives of the school.
- To ensure that the work in the curriculum area fully reflect the school's distinctive ethos and vision.
- In conjunction with the Head of ICT to foster and oversee the application of ICT in the department.
- To assist the Head of English in ensuring that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the Site Manager and Business Manager where appropriate.

4. Curriculum provision

- In liaison with the Head of English, to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and School and Departmental Evaluation Forms.
- To be accountable for the development and delivery of the department subjects.

5. Curriculum development

- To lead curriculum development for specified areas of the department.

- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Head of English to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of skills in the Department subjects.
- To be responsible for the department's enrichment activities, visits and any other relevant activities.

6. Staffing/Staff development

- To work with the Head of English to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue own professional development as agreed with the Deputy or Assistant Headteacher (Staff Development).
- To be responsible for the efficient and effective deployment of the department's technicians/support staff.
- To undertake Performance Management Reviews and Objective setting for allocated staff within the department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor / relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for aspects of the day-to-day management of staff within the department, as directed by the Head of English and act as a positive role model.
- To deputise for the Head of English when required.

7. Quality

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets for teachers and students within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant subject areas within the department.
- To contribute to the school procedures for lesson observation and feedback.
- To monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek / implement modification and improvement where required.
- To ensure that the department's quality procedures meet the requirements of Self Evaluation and the school Development Plan.

8. Management information

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To make use of analysis and evaluation of performance data for staff and students.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Head of English, to manage the department's collection of data.
- To provide the Governing Body with relevant information relation to the department's performance and development.

9. Communication and liaison

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication / consultation as appropriate with the parents of students, and governing body.
- To liaise with partners, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the department's views and interests.
- To contribute to the planning and delivery of school liaison activities.
- To lead the development of effective subject links with partners and the community, promoting subjects effectively at liaison events in school, partners and the wider community.
- To promote actively the development of effective subject links with external agencies

10. Management of resources

- To assist in the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- To work with the Head of English in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

11. Pastoral and achievement

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to PSHE, citizenship and enterprise according to the school policy.
- To contribute to the social, moral, spiritual and cultural development of pupils.
- To ensure the behaviour management system is implemented in the department so that effective learning can take place.

12. School ethos

- To play a full part in the school's community, to support its distinctive vision and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signed: _____ Dated: _____

Headteacher: _____ Dated: _____