



HEADTEACHER
MR GLYN POTTS MBE DL

Saint John Henry Newman Catholic College

JOB DESCRIPTION

Title: Second in Department - MFL	Salary Scale: TLR 2C £3,017
Reporting to: Curriculum Leader	

This is a generic framework for **Second in Department** roles.

Reference is made throughout to Professional Standards and the current School Pay and Conditions.

Generic Principle Responsibilities:

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Play a major role in supporting the essential business of Newman Catholic College in providing an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.
- Meet all the criteria of TDA core and post-threshold standards, the school pay and conditions document and the responsibilities of a main-scale teacher in addition to those outlined below.

Accountability:

The Second in Department will be accountable to the curriculum leader for their area of responsibility and any expected outcomes. They will report to the curriculum leader within their faculty and will be monitored and evaluated on their impact.

- Support in raising standards of student attainment and progress of all pupils and for 'Closing the Gap'.
- Support in the provision of effective strategies for monitoring, mentoring and intervention to support student academic progression and address underachievement of students.
- Liaise with the curriculum leader to effectively deploy teaching/support staff to support student progression.
- To assist in the tracking of progress and achievements of students.



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Principle responsibilities of the post:

Leadership and Management:

- 1.1 Attend all faculty and subject meetings as required.
- 1.2 To deputise if the curriculum leader is absent and attend relevant meetings.
- 1.3 Meet regularly with the curriculum leader as required by the Headteacher.
- 1.4 Ensure communication is upheld with all members of the faculty and his or her subject area.
- 1.5 Support in the selection and recruitment of other teachers and support staff, including the induction and assessment of new teachers.
- 1.6 Assist the curriculum leader in carrying out performance management and threshold assessments of other teachers for whom he/she has responsibility.
- 1.7 Coordinating and managing the work of other staff.
- 1.8 Support school partnerships with higher education establishments for ITT.
- 1.9 Contribute to a cooperative team who understand their responsibilities and are consistent in the practice of school policies and procedures.
- 1.10 Assist in maintaining a department handbook up to date and in line with school expectations.
- 1.11 Contribute to school liaison and marketing activities and the effective promotion of the school and faculty at all events.

Quality of Teaching and Learning:

- 2.1 Assist in monitoring the adherence of department staff to professional duties for purposes of school self-evaluation, i.e. assessment, recording, reporting of achievement.
- 2.2 Assist in monitoring the quality of teaching and learning in the department.

Curriculum development:

- 3.1 To plan and prepare schemes of learning and assessment.
- 3.2 To track and monitor pupil progress data including impact reports and subsequent actions.
- 3.3 Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum.
- 3.4 Contribute to delivery of cross-curricular initiatives.
- 3.5 Assist in the deployment of staff on the timetable as effectively as possible in line with school priorities.

Behaviour for Learning:

- 4.1 Support the monitoring and coordination of pupil management within the department in accordance with the school BfL policy, including interrogation of BfL data.

