**Second in English**

**Key Roles**

* Support the Head of English to provide leadership and management for KS3 and KS4 English to ensure excellent teaching so that all learners achieve their full potential.
* Teaching English and other subject classes as allocated by the Senior Leadership Team (SLT).

**Teaching responsibilities**

Under the direction of the Headteacher and SLT:

* Promote the overall aims, objectives and policies of the department as outlined in the relevant handbook and schemes of work.
* Help learners to think critically, to communicate effectively and to be responsive to the ideas of others.
* Encourage learners to develop their own ideas and to be responsible for their own learning.
* Be aware of the potential and individual needs of learners, ensure that learners know these too and set appropriate learning targets and activities.
* Recognise the need to promote links across the curriculum where appropriate.
* Prepare lessons thoroughly and undertake assessment and evaluation as necessary; use this knowledge of learners’ work to inform teaching.
* Keep appropriate records, write reports and attend Parents’ Evenings.
* Attend team meetings and INSET meetings.
* Contribute to schemes of work by sharing ideas, preparing shared material, updating existing material and assuming responsibility for interpreting aims and objectives.
* Be aware of the requirements of public examinations and prepare learners for them.
* Ease learners through transition points.
* Use a wide variety of teaching strategies in order to personalise learning.
* Ensure that professional development is a continuing process; in addition to keeping up-to-date with developments in the specialist subject and wider curriculum skills, eg computer literacy, SMSC etc.
* Be aware of and adhere to standards of health and safety.
* Promote and actively support the School’s responsibilities towards safeguarding.

**Leadership responsibilities**

Support the Head of English in their role to:

* Execute exemplary leadership skills at all times and to be a role model to staff and learners.
* Monitor planning, record keeping, marking, teaching progress, homework and assessments.
* Lead, coordinate and monitor the KS3 or 4 English aspects of the Department Development Plan alongside the Head of Department.
* Organise events that raise the profile of English KS3 and 4.
* Lead, develop and enhance the teaching practice of others.
* Develop KS3 or 4 English Schemes of Work that all subject teachers contribute to and use.
* Mentor and support colleagues and encourage their professional development.
* Use meetings to share good practice, moderate and cascade training.
* Have accountability for leading, managing and developing the subject.
* Following each reporting cycle, review assessment data and coordinate follow up across the subject.
* Deputise for the Head of Department as required.

**Responsible to:** Head of Department

**Responsible for:** Teachers of English

**Person Specification**

**Qualifications and Training**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential (E)**  **or**  **Desirable (D)** | **How Assessed?**  **Application Form (A)**  **and/or**  **Interview (I)** |
| Qualified Teacher Status. | E | A |
| Educated to degree level in relevant subject. | E | A |

**Professional Knowledge and Understanding**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential (E)**  **or**  **Desirable (D)** | **How Assessed?**  **Application Form (A)**  **and/or**  **Interview (I)** |
| Ability to teach ‘outstanding’ lessons. | E | I |
| Ability to support the Head of Department providing vision and direction for the department. | E | AI |
| Knowledge of curriculum development and assessment at KS3 and KS4. | E | I |
| Experience of developing high quality and creative schemes of work. | E | AI |
| Ability to function as a leader and member of the team. | E | AI |
| Experience of analysing data to monitor the progress of learners. | E | AI |
| Show knowledge of current education legislation, Ofsted framework, best practice and national trends and innovation. | E | AI |

**Personal Skills and Qualities**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential (E)**  **or**  **Desirable (D)** | **How Assessed?**  **Application Form (A)**  **and/or**  **Interview (I)** |
| Ability to effectively motivate self and others. | E | I |
| Excellent classroom and behaviour management skills. | E | I |
| A flexible and proactive approach to problem solving. | E | I |
| Positivity and resilience. | E | I |
| Excellent interpersonal skills with colleagues, learners and parents. | E | I |

**Further Requirements**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential (E)**  **or**  **Desirable (D)** | **How Assessed?**  **Application Form (A)**  **and/or**  **Interview (I)** |
| Satisfactory Enhanced Disclosure and Barring Check. | E | I |
| A commitment to a policy of Equal Opportunities. | E | AI |
| A firm commitment to raising achievement across the whole age and ability range. | E | AI |
| A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation. | E | A |