

## **ROKEBY SCHOOL JOB SPECIFICATION**

### **Second in charge of English**

#### **Role outline:**

The second in Department will:

- Support the Head of Department in the day-to-day running of the department and take on relevant tasks that will help them with the development of their role
- Deputise for the Head of Department in their absence
- Teach within Year 5 to 8 year groups including scholarship level
- Help modify Schemes of Work where appropriate and relevant
- Monitor the achievement and progress of Years 4 and 5, in particular
- Ensure that English has a high profile amongst boys, parents and other colleagues

#### **Key responsibilities:**

The second in charge will work with the Head of English and the English teachers of Reception to Year 8 in order to identify the key areas for developing the teaching and learning within the department.

They will also:

- work closely with the Year 3 and 4 teams to ensure that boys make good progress in all areas of English and are best prepared for the challenges of Year 5 and 6
- analyse the standardised data for Years 4 and 5 to inform planning and create targeted intervention strategies for these year groups
- implement agreed school and departmental policies and guidelines
- support initiatives decided by the Head of Department
- assist staff with the use and development of a Departmental Markbook
- work closely with the librarian to develop reading and the use of the library
- run Junior Athenaeum (debating) and develop public speaking across the Middle School
- develop a school literacy quiz, which would be preparation for boys to compete in the national literacy quiz
- appoint a Poet Laureate each year and create a programme of writing for them
- help identify pupils that are More Able and help develop extension work for them alongside the relevant English teachers
- conduct some lesson observations and book scrutiny

It is expected that the 2<sup>nd</sup> i/c English will work on the developmental areas as projects with others in accordance with a prioritised development plan to be agreed with the DH (academic) and Headmaster.

**Key responsibilities:**

And as a teacher:

- plan appropriately to meet the needs of all pupils, through differentiation of tasks
- be able to set clear targets, based on prior attainment, for pupils' learning
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- report to parents on the development, progress and attainment of pupils
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy
- participate in meetings which relate to the school's management, curriculum, administration or organisation
- communicate and co-operate with specialists from outside agencies if appropriate
- lead, organise and direct support staff within the classroom
- participate in the performance management system for the appraisal of their own performance, or that of other teachers
- planning and preparing lessons
- teaching all boys in the class, according to their educational needs
- setting and marking work done by the boys in school and at home
- assessing, recording and reporting on the development, progress and attainment of the boys
- promoting the good progress of all boys
- providing guidance and advice to boys as appropriate
- liaising with form tutors as appropriate over progress and behaviour of the boys
- providing oral and written assessments and reports as required
- talking to parents as necessary and participating in meetings arranged for parents
- reviewing from time to time methods of teaching and schemes of work and discussing these informally or formally (through appraisal) as appropriate
- participating in INSET training provided at school and being prepared to attend outside courses as advised by the Headmaster or Deputy Head
- advising and co-operating with the Headmaster and Senior Management team on the preparation of courses of study, teaching materials and programmes and pastoral arrangements
- maintaining good order and discipline among the boys at all times (whether on duty or not) and safeguarding their health and safety both on school premises and when authorised to be in charge of them outside school
- participating in all staff meetings as required
- supervising for absent colleagues as required and, if necessary and practicable, to teach a class where a colleague is absent and suitable work has not been set

**Line Management**

As set out in the line management schedule, revised annually

**Standards and Expectations**

A member of the teaching staff is expected to meet or exceed the school's standards and expectations.

**Responsible to:**

English head of Department (subject leader)  
Senior Leadership Team as appropriate

**Jason Peck**  
**Headmaster**

**March 2019**