



William de Ferrers School

Job Description

Second in charge of English including Learning & Teaching Lead

Responsible to: Head of Department
Deputy Headteacher or Assistant Headteacher
Headteacher

Working in close collaboration with the head of department the post holder will lead on learning and teaching within the department to ensure that:

- Much of the teaching is outstanding and never less than consistently good.
- All teachers are supported in their planning, preparation and delivery of lessons which provide pupils with the opportunity to achieve highly.
- Appropriate interventions are in place which enable students to make or exceed expected progress.
- Tasks are challenging and based on accurate assessment of pupils prior knowledge and skills
- Colleagues are supported in matters relating to learning and teaching.
- Support is provided to ensure that pupils receive precise guidance on how to improve their work and opportunities are given for them to edit and correct their work.
- Teaching promotes pupils' high levels of resilience, confidence and independence to enable them to tackle challenging activities.
- High quality departmental CPD is delivered which focuses on improving the quality of learning and teaching.

The post holder will have responsibility for areas within the department to ensure that:

- Schemes of work are planned collaboratively as agreed with the Head of Department.
- High quality curriculum resources are produced and shared across the department.
- Homework schemes are relevant and support learning and student progress.
- Rigorous, accurate and regular assessments are in place, moderated and adhered to in consultation with the Head of Department.
- All staff are kept up to date with the developments of curriculum matters
- The curricular area is outward facing and draws on good practice at a national and local level.
- The teaching of reading, writing and communication is of the highest quality across the curriculum.

To achieve these aims the post holder will:

- Assist the Head of Department with Performance Management.
- Fulfil duties of a class teacher to a high standard and in line the school's vision.
- Support the professional and personal development of colleagues
- Contribute to the monitoring of the Departmental Development Plan and the Self-Evaluation Form.
- Lead or assist as required on the monitoring of the department.
- Lead or assist as required on establishing excellent behaviour for learning.
- Lead or assist as required on rigorous pupil tracking systems which identify pupil underachievement and development needs.
- Adhere to the Teachers' Standards.
- Interact proactively with stakeholders such as parents, carers and students
- Lead on a specific key stage or curricular area within the department.
- Deputise for the Head of Department as required.

Other activities related to the area of responsibility

Examinations

- To check criteria for entry to forecast, record and monitor results.
- To liaise with the Examinations Officer in relation to entry procedures.
- To implement school policy on internal examinations including preparation and assessment.
- The administration and assessment requirements of the examining bodies are carried out with accuracy and efficiency.

Resources and Accommodation

- To establish and maintain through forward planning appropriate resources for the subject and curriculum areas.
- To allocate resources within the department to meet curriculum objectives.
- To establish standards for the proper care of accommodation, furniture and equipment and to enhance the learning environment

Whole School Responsibility

- To represent the department on working parties as and when appropriate.
- To foster and support extra-curricular activities in the interests of the school community.
- Ensure department is represented at all Teaching and Learning meetings.
- To ensure effective dialogue with parents in accordance with school policies.
- To work closely with partner primary schools and other institutions or agencies as necessary.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher, SLT Link Manager or HoD.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.