# George Mitchell School

# 2 i/c English

# Job Description

### Job Title: 2 i/c of English

Reporting to: Curriculum Leader for English

Grade: TLR 2b

Contract: Full-time

### Job Purpose:

* To work with the Curriculum Leader for English to improve the quality of the English curriculum and raise standards of learning and achievement in English.
* To provide leadership support for the Curriculum Leader for English.
* To develop teaching materials and provide training to improve standards of teaching and learning in English.

**Specific responsibilities**

**Strategic leadership**

* Assist the Curriculum Leader with the day-to-day management of staff within the department and act as a positive role model
* Promote teamwork and motivate staff to ensure effective working relations and high standards in all areas
* Ensure the provision of an appropriate, challenging and relevant KS3 English curriculum (or area designated by the Curriculum Leader)
* Ensure effective transition between KS3 and KS4.
* Oversee and ensure smooth running of English Intervention programmes
* Develop a rich extra-curricular English programme

**Teaching and Learning**

* Develop and enhance the teaching practice of others
* In conjunction with the Curriculum Leader lead the development of appropriate resources, marking policies, assessment and teaching for learning strategies in English
* Work with colleagues to produce detailed schemes of work coupled with assessments that build up towards achieving GCSE criteria
* With colleagues, produce a Curriculum Area Development Plan, identifying strategic priorities and actions with specific criteria for monitoring success. Priorities will have coherence and relevance to the needs of students, teachers and to whole-school objectives
* Make arrangements for classes when staff are absent, ensuring appropriate cover

**Communication**

* Produce reports on KS3 test/examination performance
* support the Curriculum Leader by contributing to regular department meetings and ensuring a strategic focus and by producing agendas and minutes and ensuring their dissemination to all relevant staff
* deputise as necessary in the absence of the Curriculum Leader
* monitor the quality of annual and interim subject reports to parents

**General duties as a classroom teacher**

Under the reasonable direction of the Headteacher, carry out the professional duties of

a school teacher as set out in the Teachers’ Standards:

* actively promote equality of opportunity within an inclusive, diverse, multicultural classroom
* maintain an attractive, dynamic and emotionally safe learning environment
* work to inspire in all children and young people a desire for success and a passion for learning
* deliver fully differentiated lessons to meet the needs of all groups of learners
* use a range of teaching styles appropriate to a wide range of learning style preferences
* manage behaviour with restraint, consistency and fairness to ensure a safe, ordered atmosphere for all
* effect regular and efficient assessment, using data to set, pursue and track challenging learner targets, and to inform teaching
* Use written feedback as a tool to move students on
* contribute to the creation, evaluation and development of schemes of work
* show a willingness to be involved in the extra-curricular life of the school
* foster and maintain an efficient and productive relationship between home and school

Post holder’s signature:……………………………………………………………………………………………..

Headteacher’s signature :…………………………………………………………………………………………..

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