JOB DESCRIPTION

Post: 2nd in Department - Science

PayScale: MPS- UPS +TLR2b

Responsible to: Head of Department

Core Purpose:

In addition to the role of classroom teacher and form teacher, the role of Second in Department is to assist the Head of Department in raising standards of student attainment and achievement within the curriculum area in line with national and school policies/priorities.

This will include Leading, Developing and Managing the quality of teaching; monitoring and supporting student progress to raise standards in the quality of learning and making strategic evaluations of teaching, learning, personnel, finance and premises issues in the curriculum area of responsibility.

Main Duties

Achievement / Teaching and Learning

1. To champion best practice demonstrating teaching skills and leadership qualities to command respect and encourage commitment to raising standards.

2. To support the Head of Department in raising the attainment and progress in the department.

3. To assist the Head of Department by Leading, developing and enhancing the quality of teaching and learning within the department by:

- Setting and maintaining high standards of teaching and learning across the age and ability range.
- Developing strategies to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils across the key stages, and to liaise with the appropriate Head of Year in this respect.
- Assisting the Head of Department in reviewing, developing and refining schemes of work for Key Stage units by leading and managing other staff in the department to extend and improve our current resources.
- Developing and co-ordinating curricular links with primary schools and external agencies.
- Taking a leading role in specific areas to be decided with the Head of Department e.g. ECT, ITT, SEN, KS3.
- Managing and developing high quality teaching resources at Key Stage 3 to match the needs of the curriculum and the different abilities of learners.
- Assisting the Head of Department by monitoring, reviewing and developing all departmental policies and strategies in line with the strategic aims of the school.
- Assisting the Head of Department by leading curriculum development for the whole department as required.
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the subject area in particular.

- Assisting the Head of Department by promoting learning through out of hours activities.
- Ensuring a high-quality learning environment within the department by managing, improving and monitoring:
- Monitoring classroom behaviour and ensuring that department policies on sanctions are consistent with the agreed school Behaviour and Pastoral Policy and its systems.
- Assisting the Head of Department by promoting the Home/School Partnership and the school Homework Policy.
- In the absence of the Head of department, ensuring that appropriate work is supplied for the use of the Learning Mentor, supply or substitute staff.

Assessment Recording and Reporting

Assisting the Head of Department in the following areas:

1. Monitoring, developing and enhancing the assessment arrangements within the department at KS3 and KS4, in line with the school's "Assessment for and of Learning" targets. This will involve co-ordinating and monitoring strategies to raise pupil achievement and ensure continuity of progress, making best use of assessment information.

2. Managing, setting and co-ordinating the results from Key Stage 3 examination, or other assessment instruments; liaising with the school Administrator and other staff regarding the Y9 Key Stage 3 National Curriculum assessments.

3. Being accountable for monitoring, developing and co-ordinating strategies to raise pupil achievement.

4. Monitoring and reviewing long, medium- and short-term planning within the department to ensure coverage, provision of a range of learning experiences.

5. Liaising closely with Head of Year to ensure continuity and progression across the Key Stages.

6. Ensuring the departmental reports on students are completed to a high professional standard, by appropriate deadline dates and are consistent with the school's reporting arrangements.

Leadership

Assisting the Head of Department to:

1. develop self-evaluation strategies within the department to monitor, evaluate and improve attainment, progress and the quality of teaching and learning through:
    - A structured, rigorous, and recorded leadership & management programme; lesson observations, work scrutiny and pupil interviews.
    - Completing self-evaluation to identify strengths and areas for improvement.
    - Ensuring that this process informs improvement planning within the department.

2. Manage the performance management process in the department, working to enhance the skills of others for continued professional growth and career development, including sharing good practice.

3. Mentor and coach colleagues providing effective feedback and advice in order to contribute to the overall effectiveness of the department.

4. Liaising with Senior Managers to support teachers within the department by identifying their CPD needs which will enhance teaching and learning; induction of new teachers to the faculty, including Newly Qualified Teachers (ECTs), and the support of trainee teachers.

5. Assisting the Head of Department in the production of a detailed School Improvement Plan in line with agreed whole school priorities.

6. Deputising for the Head of Department in the event of absence: take responsibility for the day-to-day management issues in this event. To deputise for the Head of Department by attending meetings or working parties as and when required.

Standards and Quality Assurance

1. Ensure that the department's quality procedures meet the requirements of the school's self-evaluation strategy and the Improvement Plan.

2. Attending and participating in parent evenings/prizegiving.

3. Attending team and staff meetings

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

 It is the practice of this Trust to periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations. These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

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Person Specification

		Essential /desirable	Evidence
Qualifications	Qualified teacher status	E	A/C
	Good Honours Degree in appropriate subject	E	A/C
	Catholic Certificate of Religious Studies (Completed or undertaking)	D	A/C
Knowledge & Experience:	Successful teaching of full ability and age range	E	A/I
	Some management experience	E	A/I
	Involvement in the organisation of whole school initiatives	E	A/I
	Understanding the school's role in the community	E	A/I
	Experience of involvement in the organisation or delivery of school events	E	A/I
	Experience of the use of IT in school; including the skill to support and develop school wide digital technologies that promote learning both onsite and remotely.	D	A/I
CPD	Successfully undertaken appropriate Child Protection training	E	A
	Evidence of recent and relevant professional development	E	A
Technical Skills & Ability	Knowledge of KS3 and KS4 curriculum and examination syllabi	E	A/I
	Staff Development	E	A/I
	Good general knowledge of current educational issues	E	A/I
	Understanding the role of 2nd in Department as an agent for School Improvement.	E	A/I
	Use of value-added data, benchmarking and target setting to aid school improvement.	D	A/I
	Excellent disciplinary standards.	E	A/I
	Ability to motivate and inspire and develop colleagues.	E	A/I
	Ability to communicate effectively with staff, pupils, parents and the wider community services.	E	A/I
	Ability to lead, manage and make staff accountable.	E	A/I

	Ability to co-ordinate the work and contribution of other staff.	E	A/I
	Good organisational and administration skills	E	A/I
	High level of inter-personal skills and ability to foster professional development.	E	I
Personal characteristics	Commitment to supporting the full Catholic life of the school	E	A/I
	Readiness to initiate change and show initiative; breadth of vision	E	A/I
	Enthusiasm and energy	E	A/I
	A sense of humour and ability to keep things in perspective	E	A/I
	Commitment to equality of opportunity	E	A/I
	Excellent attendance and punctuality record	E	A/I
	Professional dress	E	A/I
	Adaptability	E	A/I
	Self-confident, supportive of others	D	A/I

Key

E Essential   **R** References
I Interview   **C** Certificate
D Desirable   **A** Application