Job Description	
Post:	Second in Department
Pay Scale:	Main Pay Scale – Upper Pay Spine + TLR
Responsible to:	Head of Department
Main Location:	School-based

Main Duties

Responsibilities and Duties

The post holder is expected to undertake the professional duties of a schoolteacher within the School Teachers' Pay and Conditions Document together with the more specific duties/responsibilities which are listed below.

Professional Requirements and Responsibilities

- To carry out such reasonable management responsibilities and duties as are required by the headteacher and/or leadership team.
- To lead, manage and develop the aspects identified above so as to improve standards of achievement and attainment across school.
- To monitor and evaluate the progress made in these areas and to identify further steps and put them in place.
- With members of the SLT draw up action plans based upon monitoring, evaluations and assessment information and put this into effect.
- In carrying out the above, you will be required to take on an appropriate share of the responsibilities attaching to teachers generally within the school/service in connection with the teaching of pupils, the planning, preparation and assessment of their work.

Job Dimensions:

The job entails the post holder taking responsibility for the following areas.

Main responsibilities:

- To teach across Key Stage 3 & 4.
- To demonstrate outstanding practice to colleagues and support them as required to improve.
- To act as a form tutor and carry out any duties associated with that role as outlined in the generic job description.
- To work with the Head of Department for the subject and to agree, monitor and evaluate pupil progress targets within the subject so as to make a measurable contribution to whole school targets.
- To be fully aware and updated on all relevant developments and practises in teaching the subject curriculum
- To ensure the learning environment is safe, orderly and engaging
- The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.
- Any other duties reasonably requested by the Headteacher.

Department Leadership:

- To assist with the department provision of CPD and QA as required.
- To lead on KS3 and/or KS4 and any other agreed areas of curriculum and departmental strategy as directed (specific responsibilities to be negotiated with the successful candidate based upon their areas of strength and experience).

- To lead and represent the department as required e.g. in the absence of the Head of Department, at meetings etc.
- To promote the welfare and continuing professional development of teachers within the department.

General:

- To know and implement all school policies and practices.
- To undertake duties and attend meetings as directed.
- To be a positive role model for staff and pupils.
- It is the duty of every member of staff to safeguard children, in accord with the Mission of the College and pertinent policies.
- Any other duties reasonably requested by the Headteacher.
- To adhere to the schools Teaching and Learning Policy.
- To comply with the School's Assessment & Monitoring Policy and Reports Policy.
- To adhere to the School's Marking Policy.
- To comply with the School's Behaviour & Rewards Policy

These duties are neither exclusive nor exhaustive, and the postholder 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. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically 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.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application		
	Essential / desirable	**Evidence**
Qualifications		
Qualified teacher status	Essential	A/C
Honours Degree in a relevant subject	Essential	A/C
Catholic Certificate of Religious Studies (completed or undertaking)	Desirable	A/C
CPD		
Evidence of appropriate professional development e.g., Catholic Leadership Programme	Desirable	A/C
Successfully undertaken appropriate Child Protection training	Essential	A/C
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	A/I
Knowledge & Experience:		
An expertise in the subject	Essential	A/I
Understanding of strategies for raising student attainment	Essential	A/I
Evidence of exam success (excluding NQT)	Essential	A/I
Thorough understanding of KS3 and KS4 curriculums.	Essential	A/I
Knowledge and application of a range of teaching and learning strategies	Essential	A/I
Good disciplinary standards.	Essential	A/I/R
The ability to inspire and motivate pupils	Essential	A/I/R
High level of inter-personal skills	Essential	A/I/R
Ability to communicate effectively with staff, pupils, parents, and support services.	Essential	A/I/R
Ability to work in a team	Essential	A/I/R
Good imaginative use of resources, including new technologies	Essential	A/I
Sound understanding of the distinctive nature of a Catholic school.	Essential	A/I

Understanding of the role of Form Tutor as agent for School Improvement.	Essential	A/I
Knowledge and experience of pastoral care systems.	Essential	A/I
Knowledge and experience of behaviour management procedures.	Essential	A/I/R
General knowledge of current educational issues.	Essential	A/I
Technical Skills & Ability		
The ability to implement assessment for learning	Essential	A/I/R
Effective time management skills	Essential	A/I/R
Good organisational and administration skills	Essential	A/I/R
The ability to use ICT both to support children's learning and to communicate and evaluate data.	Essential	A/I/R
Effective behaviour management.	Essential	A/I/R
Personal characteristics		
Commitment to supporting the full Catholic life of the school	Essential	A/I
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	I
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	I
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	I
To be flexible and able to adapt and prioritise appropriately	Essential	I
The desire to constantly evaluate and improve your own practice and learn from others	Essential	A/I
The ability to be flexible and adaptable have a positive 'can do' approach	Essential	A/I/R
Commitment to equality of opportunity	Essential	A/I
Professional appearance	Essential	A/I