



Second-in-Faculty Job Description

Kesteven and Grantham Girls' School

Post Title	Second in English Faculty
Responsible To	Head of Faculty
Salary/Grade	TLR 2a
Disclosure Level	Enhanced
Working Time	195 days per year, full time To undertake an appropriate programme of teaching up to 40 periods in a 50 period cycle, in accordance with the duties of a Standard Scale Teacher

POST PURPOSE

To assist the Head of Faculty in order to:

- create a climate of learning, in which expectations are clear
- be accountable for leading, managing and developing the specified curriculum area
- raise standards of student attainment and achievement within the specified curriculum area and to monitor and support student progress
- be accountable for student progress and development within the Faculty
- develop and enhance the teaching practice of others
- ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school
- effectively manage and deploy teaching/support staff, financial and physical resources within the subject, to support the designated curriculum portfolio
- be a role model for teaching and learning

RESPONSIBLE FOR

- teaching staff within the specified curriculum area and other relevant personnel
- ensuring effective classroom practice
- ensuring school policy is carried out
- line managing an appropriate number of staff, as shown in the Pay Policy
- people management/lessons taught/students/resources/core subjects/exams taken

LIAISING WITH

- Head of Faculty, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching staff, staff and parents.

MAIN (CORE) DUTIES

1. OPERATIONAL/STRATEGIC PLANNING

To assist the Faculty Head in

- keeping abreast of Educational thinking
- the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject
- the day-to-day management, control and operation of course provision, including effective deployment of staff and physical resources
- actively monitoring, tracking and following up student progress
- implementing School Policies and Procedures e.g. Equal Opportunities, Health and Safety, Safeguarding
- working with colleagues to formulate aims, objectives and strategic plans for the Faculty, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school

- ensuring that the planning activities reflect the needs of students within the subject area and the aims and objectives of the school
- linking KS3/4/5, to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission
- fostering and overseeing the application of ICT, including the development of materials for Open Learning
- ensuring that Health and Safety Policies and practices, including risk assessments, are in line with national requirements and updated where necessary, therefore liaising with the school's Health and Safety Manager

2. CURRICULUM PROVISION

- assist the Faculty head in the provision of educational enhancement (support sessions, trips, visits, web-based learning etc.
- liaise with the Faculty Head to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme, which meets the School Improvement Plan
- liaise with the Faculty Head on the development and delivery of subject and allied curriculum
- liaise with the Faculty Head on subject examinations policy and compliance with external examination and internal assessment procedures, with particular reference to any statutory requirements

3. CURRICULUM DEVELOPMENT

- assist in curriculum development for the Faculty
- keep up to date with national developments in the curriculum area and teaching practice and methodology
- actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- liaise with the Faculty Head, to maintain accreditation with the relevant examination and validating bodies
- assist the Faculty Head in ensuring that the development of curriculum materials is in line with national developments

4. STAFF DEVELOPMENT/RECRUITMENT & DEPLOYMENT OF STAFF/SUPPORT STAFF

- work with the Faculty Head, to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs
- contribute to professional development of colleagues, in order to further develop teaching and learning
- be responsible for the efficient and effective deployment of any technicians/Associate staff as appropriate
- engage actively in Appraisal and Professional Development; undertake Appraisal Review(s) and act as reviewer for a group of staff within the designated subject
- make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Faculty, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Faculty
- promote teamwork and motivate staff, to ensure effective working relations
- participate in the school's Initial Teacher Training programmes
- liaise with Associate Staff responsible for examination cover, data etc. to ensure deadlines are met and effective use is made of student data
- be responsible for the day to day management of staff within the designated curriculum area and act as a positive role model
- advise the Faculty Head, where appropriate, with regards to Professional Practice
- assist the Head of Faculty in delegating roles and responsibilities to staff within the Faculty and monitor progress
- support and guide staff appropriately within the Faculty, advising on performance

5. QUALITY ASSURANCE:

To work with the Faculty Head to:

- ensure effective operation of quality control systems
- establish the process of the setting of targets within the Faculty and work towards their achievement
- establish common standards of practice within the Faculty and develop the effectiveness of teaching learning styles
- contribute to the school procedures for lesson observation

- implement school quality procedures and ensure adherence to those within the Faculty
- monitor and evaluate curriculum in line with agreed school procedures, including evaluation against quality standards and performance criteria, implementing modification and improvement where required
- have oversight of student performance and reports
- participate in monitoring teaching and schemes of work

6. MANAGEMENT INFORMATION:

To work with the Faculty Head to:

- ensure the maintenance of accurate and up-to-date information concerning the Faculty
- make use of analysis and evaluate both internal and national performance data provided
- identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken
- produce reports within the quality assurance cycle for the Faculty
- produce reports on examination performance, including the use of value-added data
- manage the Faculty's collection of data, in conjunction with the relevant SMT member and Faculty Head
- provide the Governing Body with the relevant information relating to the Faculty's performance and development

7. COMMUNICATIONS:

To work with the Faculty Head to:

- ensure that all members of the Faculty are familiar with its aims and objectives
- ensure effective communication/consultation, as appropriate, with the parents of students
- liaise with partner schools, higher education, industry, Examination boards, Awarding bodies and other relevant external bodies
- represent the Faculty's views and interests

8. MARKETING & LIAISON:

- contribute to the school's liaison and marketing activities e.g. the identification of material for press releases, school information booklets
- assist the Faculty Head in the development of effective links with partner schools and the community, attendance, where necessary at liaison events in partner schools, and the effective promotion of the Faculty at Open Days/Evenings and other events
- actively promote the development of effective links with external agencies

9. MANAGEMENT OF RESOURCES

To assist the Faculty Head to:

- make strategic decisions, with regard to resources of space, staff, money and equipment, efficiently within the limits, guidelines and procedures laid down, including deploying the subject budget, requisitioning, organising and maintaining equipment and stock and keeping appropriate records

10. PASTORAL SYSTEM

- assist the Faculty Head in monitoring and supporting the overall progress and development of students within the Faculty
- assist the Faculty Head in monitoring student attendance, together with students' progress and performance, in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- act as Form Tutor and carry out the duties associated with the role as outlined in the job description for Main Scale teachers
- contribute to Guidance, WRL, citizenship, enterprise and the broader education of the students, according to school policy
- assist the Faculty head in ensuring that the behaviour management system is implemented in the Faculty, so that effective learning can take place

11. TEACHING

- undertake an appropriate programme of teaching up to 40 periods in a 50 period cycle, in accordance with the duties of a Main Scale Teacher

12. HEALTH & SAFETY

- have regard for the health, safety and welfare of self, colleagues, students and others and to work within the framework of the agreed Health & Safety Policy

13. ADDITIONAL DUTIES

- play a full part in the life of the school community, support its distinctive mission and ethos and to encourage and ensure staff and students follow this example
- fulfil the requirements outlined in the job description for a Classroom Teacher at KGGS
- contribute to raising standards and continuous improvement, by using a range of methods, including different teaching and learning styles and personalised learning across the subject
- promote positive behaviour in Key Stages 3, 4 & 5, to enhance learning

The duties may be varied to meet the changing demands of the school, or the professional development of the postholder. Employees are to carry out the duties of a school teacher as set out in the STPCD and subject to any amendments due to Government legislation. This includes any request as may be reasonably directed by the Headteacher, to undertake work of a similar level which is not specified in this job description. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants, or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.