**JOB DESCRIPTION**

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| **Post Title:** | 2nd in FACULTY: ENGLISH |
| **Salary/Grade:** | TLR 2.A |
| **Working Time:** | As specified within the STPCD |
| **Reporting to:** | Head of Faculty – English |
| **Curriculum Responsibility for:** | The provision of a full learning experience and support for students in English |
| **Managerial Responsibility for:** | Teaching staff and other specified personnel within the department. |
| **Liaising with:** | Headteacher, Leadership Team, other Heads of Faculty and Deputy Head’s of Faculty, Student Care and Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents |
| **Purpose:** | * Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document (STPCD).   Under the direction of the Head of Faculty - English to contribute to the following:   * raising standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress; * be accountable for student progress and development within the subject area; * to assist in developing and enhancing the teaching practice of others; * to assist in ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the aims of the school and the curricular policies; * to assist with managing and deploying teaching/support staff, financial and physical resources within the faculty to support the designated curriculum portfolio. |
| **Teaching:** | To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
| As the Deputy Head of Faculty, under the direction of the Head of Faculty – English you may be required to assist with the following: | |
| **Operational/**  **Strategic Planning:** | * the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty. * the day-to-day management, control and operation of course provision with the faculty, including effective deployment of staff and physical resources. * actively monitor and follow up student progress * implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, etc. * work 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. * lead and manage the business planning function of the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the subject area, School Improvement Plan and the aims and objectives of the School. * to link with other responsibility holders and the Assistant Headteacher – Specialist College to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission. * in conjunction with the Director of Maths and ICT, to foster and oversee the application of ICT within the English faculty, including the development of materials for independent learning. * ensure that Health and Safety policies and practices, including Risk Assessments, throughout the faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager |
| **Curriculum Provision:** | * To be accountable for the development and delivery of English |
| **Curriculum Development:** | * To lead curriculum development for the whole faculty. * To keep up to date with national developments in the subject area and teaching practice and methodology. * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. * To liaise with the Deputy Headteacher to maintain accreditation with the relevant examination and validating bodies. * To be responsible for the development of Key Skills in English. * To ensure that the development of English is in line with national developments. |
| **Staffing** | * To work with the Deputy Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To be responsible for the efficient and effective deployment of the faculty’s support staff. * To undertake performance management reviews as the reviewer for a group of staff within the designated faculty. * To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover is provided liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the faculty. * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. * To promote teamwork and to motivate staff to ensure effective working relations. * To participate in the school’s ICT programme. * To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model. |
| **Quality Assurance:** | * To ensure the effective operation of quality control systems. * To assist in the process of the setting of targets within the faculty and to work towards their achievement. * To help to establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the faculty. * To contribute to the school procedures for lesson observation. * To implement school quality procedures and to ensure adherence to those within the faculty. * To participate in the monitoring and evaluation of the curriculum area/faculty in line with agreed school procedures including evaluation against quality standards and performance criteria. * To seek/implement modification and improvement where required. * To ensure that the faculty’s quality procedures meet the requirements of Self Evaluation and the Strategic Plan. |
| **Management Information:** | * To ensure the maintenance of accurate and up-to-date information concerning the faculty on the schools information management system. * To make use of analysis and evaluate performance data provided. * To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. * To produce reports within the quality assurance cycle for the faculty. * To produce reports on examination performance, including the use of value-added data. * In conjunction with the Deputy Headteacher, to manage the faculty’s collection of data. * To provide the Governing Body with relevant information relating to the faculty’s performance and development. |
| **Communications &**  **Liaison:** | * To ensure that all members of the faculty are familiar with its aims and objectives. * To ensure effective communication/consultation as appropriate with the parents of students. * To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. * To represent the faculty’s views and interests. * To contribute to the planning and delivery of school liaison activities. * To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. * To actively promote the development of effective subject links with external agencies. |
| **Management of Resources:** | * To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. * To work with the Deputy Headteacher in order to ensure that the faculty’s teaching commitments are effectively and efficiently time-tabled and roomed. |
| **Pastoral System:** | * To monitor and support the overall progress and development of students within the faculty * To help to monitor 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. * To act as a Mentor and carry out the duties associated with the role as outlined in the generic job description. * To contribute to cross-curricular dimensions according to the school policy. * To assist in the implementation of the Behaviour Management system in the faculty so that effective learning can take place. |
| **Additional Duties:** | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To undertake any other duty as specified by STPCB not mentioned in the above. |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |

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| **Signatures**:  The school will endeavour to make any necessary reasonable adjustments to the job and the 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.  Signed: …………………………………... Signed: …………………………………  (Teacher) (Headteacher)  Dated: …………………………………… Dated: ………………………………….  (Teacher) (Headteacher) |