

JOB DESCRIPTION

School: London Nautical, A City of London Academy

SECTION A:

Job Title:	English Department 2ic
Grade:	Inner London Teachers Pay Scale (TLR)
Reporting to:	Head of Department

This job description should be read in conjunction with the professional duties set out in the School Teachers' Pay and Conditions Document, the schools' Pay Policy and Performance Management Policy.

SECTION B:	Responsible for: Staff Supervised
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Staff within English Department

SECTION C: PURPOSE OF POST

To act as second in charge of the English Department

SECTION D: Main duties and Responsibilities/Functional Links

- To act as second in charge of the English Department, in particular to have responsibility for all aspects of Key Stage 3 including its promotion and effectiveness, and to undertake some additional management tasks.
- To support the HoD in the management, organisation and co-ordination of the teaching of English and to ensure that high standards are maintained by all teachers who may be delivering the subject.
- To oversee extra-curricular provision to raise the profile of English and Literacy across the school.
- To teach English to all ages and abilities.
- To support and promote the vision and values of the School and wider Academy Trust
- To support and promote the policies of the School, especially with regards to Behaviour, Learning and Equality.
- To have responsibility for the members of a tutor group if required.
- To support the Head of Department with monitoring and tracking of progress.
- To maintain and develop a whole school subject policy.
- To work with the Head of Department to create a suitable environment within the department in which effective teaching and learning takes place and to maintain high standards of order, work and behaviour.
- To contribute to the annual department SEF and Department Development Plan.
- To deputise for the Head of English in their absence and to provide support in all aspects of the running of the Department.
- To undertake lesson observations within the Department.

- To be accountable to the Head of Department for the progress of pupils, curriculum development, quality of teaching and deployment of resources in the designated Key Stage.
- To oversee the schemes of work for KS3 and actively develop schemes of learning with the HOD for KS3 such that it adequately prepares for KS4.
- To perform any other task reasonably deemed by the Headteacher to be commensurate with the post and within the nature and scope of a teachers responsibilities

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Maintain an up to date knowledge of good practice in teaching techniques
- Know subject(s) or specialism(s) to enable effective teaching
- Take account of wider curriculum developments
- Incorporate national strategies in all teaching
- Communicate learning objectives
- Undertake professional development to enhance teaching and pupils' learning and apply outcomes and identify impact
- Share outcomes with colleagues
- Take responsibility for professional learning/ Communicate learning objectives
- Undertake professional development to enhance teaching and pupils' learning and apply outcomes and identify impact
- Share outcomes with colleagues
- Take responsibility for professional learning.

General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This includes to carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives and / or fall within the nature and scope of the reasonable responsibilities of a Teacher.

Data Protection

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

- Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and

including such information, training instruction and supervision as necessary to accomplish those goals.

Safeguarding

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

SECTION E:	Other relevant matters
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None

SECTION F:	Signatures – Job Description discussed and agreed
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Signature of Post Holder	
Date	
Signature of Line Manager	
Date	

Person Specification: Teacher with TLR (second in charge)

Attributes & Qualities	Essential	Desirable
Qualifications		
Qualified Teacher Status	☒	
Degree or equivalent in Subject		☒
Teaching and Experience		
Experience of teaching and passion for your subject	☒	
Are, or have the potential to be, an outstanding teacher who models high quality teaching and learning	☒	
Able to inspire, challenge and motivate both students and teachers	☒	
Have an achievement focus and believe in students fulfilling and exceeding potential	☒	
Set and achieve ambitious, challenging goals and targets	☒	
Knowledge of relevant current and forthcoming educational issues		☒
Relationships		
Enjoy working with young people	☒	
Excellent inter-personal and communication skills enabling you to support student needs	☒	
A team player who can work with others within and beyond the school including parents and external providers	☒	
Have positive and mutually supportive working relationships with all colleagues	☒	
A sense of humour and an ability to retain a sense of proportion when working with young people	☒	
Skills		
Strong interpersonal skills both written and oral	☒	
Self motivated and resilient	☒	
Ability to interpret and deliver the strategic aims of the department and Academy Trust	☒	
Ability to deputise for the HOD and direct staff as required	☒	
Able to work under pressure and meet deadlines	☒	
Able to present effectively to large groups of students and parents	☒	
Think creatively to anticipate and solve problems	☒	
Use ICT and appropriate new technologies to achieve excellence	☒	
Attitudes	Essential	Desirable
Belief in the responsibility of school to include students with a diverse range of educational needs	☒	
Committed to continuing personal professional development	☒	
Recognise and take account of the richness and diversity of the school's communities and actively promote equal opportunities	☒	
Contribute to the life of the school and range of opportunities for our students	☒	
Can represent the school in a style commensurate with its ethos and expectations	☒	
Ambitious and seeking an opportunity for further leadership development	☒	
Good attendance record	☒	