

MAIDSTONE GRAMMAR SCHOOL for GIRLS

Job Description for Teacher in Charge of Languages (TLR 2c)

Core Purpose

The purpose of the post is to assist the Head of Department in building a team which can provide high quality teaching and learning in their subject area(s). The second in charge will also take specific responsibility for aspects of the Department's work.

The post holder will:

- Report to the Head of Department.
- Carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991.
- Assist the Head of Department to provide professional leadership and management within the Department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils
- Be responsible for the management of the teaching of the subject in at least one area of the school and the learning and progress of students in that subject in that area of the school
- Be committed to professional self-development in order to carry out the job successfully

Leadership

- Deputise for the Head of Department as necessary
- Assist the Head of Department with the co-ordination of the department's contribution to the School Development Plan, creation of the Departmental Development Plan and maintenance of the departmental "SEF"
- Take responsibility for the work of the Department in one Key Stage of the Department's work or one subject in the Department's remit

Teaching and Learning

- Take responsibility for all aspects of teaching and learning either in one Key Stage of the Department's Work or for one subject discipline in the Department's remit
- The postholder will assist the Head of Department and:
 - Ensure that teaching within the Department is of the highest standard through differentiated Schemes of Work, appropriate deployment of staff, use of targets and implementation of the Teaching and Learning Academic Policy.
 - Monitor, formally and informally, teaching and learning in the Department and its subjects.
 - Review regularly all aspects of the Department's work to ensure progress.
 - Maintain records to demonstrate this.

Management

Within the delegated area of responsibility the postholder will:

- Create, maintain and evaluate clear Schemes of Work
- Manage and organise resource.
- Initiate and manage change to raise standards
- Take the lead in Department meetings

People and Relationships

- Act as reviewer in the annual Performance Management Programme
- Develop the role of members of the Department by providing support and challenges for all aspects of their work
- Assist in the induction of new staff in the Department, including acting as a mentor for NQTs
- Assist the Head of Department in managing serious issues of behaviour management within the Department in line with school policy

Assessment

- Oversee the assessment and recording of students' performance in the delegated area of responsibility. This should include regular testing and practical assessments, end of year examinations (as appropriate) and other methods
- Monitor the performance of students across the school in the delegated area of responsibility through the use of departmental and whole school data
- Assist the Head of Department in ensuring that whole school assessments are in place by the published deadlines and that moderation procedures are completed before being passed to the Assistant Headteacher (Assessment)
- Track pupil progress over time within the delegated area of responsibility within the Department