



Job Description

Job title: Second in Charge - English
Reports to: Head of Department
Location: Sir Joseph Williamson's Mathematical School

Curriculum

- To ensure all Key Stage schemes of work, assessments, and resources are kept up to date and reviewed at appropriate intervals, with appropriate assessment criteria relating to 9-1 GCSE levels.
- To assist the Head of Department where appropriate in developing areas of the curriculum.
- To gain knowledge of developments in the curriculum, and in its methods of delivery, including new technologies, and in the assessment of the subject.
- To produce and share teaching resources as appropriate throughout all Key Stages.

Assessment, recording and reporting

- To oversee the administration of all assessment and examinations within Key Stage x.
- To co-ordinate the tracking and monitoring of pupils' progress through Key Stage x, through termly data analysis. Pupil concerns should be identified, and interventions put in place.
- To conduct moderation/work scrutiny exercises within Key Stage x to ensure the consistency of assessment through the department.
- To undertake joint lesson observations with the Head of Department as appropriate.
- To ensure all colleagues are following schemes of work and department/school protocols, and ensure photocopying of key resources is undertaken and provided to help ensure that this takes place.
- To advise staff in the completion of reports and progress grades within the department.

Management

- To assist the Head of Department with the delivery and implementation of whole school initiatives/curriculum change concerning the department and to attend the Learning and Progress Group meetings.
- To assist the Head of Department in the organisation of the Year six, Key Stage Three/GCSE options, and sixth form open evenings.
- To work with the Head of Department to identify by data analysis underperforming students in all Key Stages and help provide opportunities/interventions such as support and revision activities.
- To liaise with the Head of Department with regard to the ordering of resources.
- To assist the Head of Department in the preparation of departmental reports and analysis of results.
- To undertake the duties of Head of Department in their absence.

Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications

- Good honours degree in English

- Qualified Teacher Status
- Evidence of further relevant professional development

Skills

- Ability to work under pressure and meet deadlines
- Good ICT skills
- Ability to lead change
- An ability to analyse data and put in place appropriate interventions

Experience

- Evidence of successful, inspiring and innovative teaching in the secondary phase
- An excellent track record of success of public examination results

Personal Qualities

- High levels of personal and professional integrity
- Personal warmth to gain the confidence of pupils, staff and parents
- Appropriate levels of personal presentation
- Ability to communicate concisely and sensitively both orally and in writing to a variety of audiences
- A passion for English

Attitudes

- A team player
- A commitment to child protection and safeguarding
- A reflective and flexible approach
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Supportive of the School's ethos
- High expectations for pupil attainment, personal development and conduct
- Commitment to professional development

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily

a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.