

JOB DESCRIPTION - 2ic English (TLR 2c)

Job Purpose:

- To support the role of Director of English in providing leadership and management of staff in the curriculum area
- To take an active role in monitoring, securing and improving Teaching and Learning in the curriculum area
- To take an active role in monitoring and improving levels of achievement of all students in the curriculum area
- To promote staff development in the curriculum area

Accountable to: Director of English

Key Accountabilities	Key Tasks that go with Accountabilities
Monitoring and enhancing student achievements	Responsible for: • Supporting the monitoring of student achievement in the curriculum area • Working with students who are exceeding/falling behind targets • Co-ordinating the implementation of effective curriculum area intervention strategies
Curriculum Development	• Supporting Director of English to develop appropriate Schemes of Work in line with whole school/National Curriculum criteria • To take responsibility for key components of curriculum area provision (e.g. KS3) • To develop enrichment activities within the department to enhance learning in English eg: Teach your parent
Teaching and Learning	• Supporting Director of English in Teaching and Learning policy implementation • Co-ordinating the curriculum area observation programme • Induction tutor for NQTs • Mentor for trainee teachers • Coaching staff within curriculum area • Co-ordinating scrutiny of work within the curriculum area • To work with the Director of English on the use of evidence from student and parent voice to inform and develop future curriculum initiatives • To support and promote behaviour for learning
Supporting the Head of Curriculum Area	• To deputise for the Director of English in times of absence • Line management of members of curriculum area as agreed with Director of English • To support behaviour management within the curriculum area