



## **JOB DESCRIPTION**

### **2<sup>nd</sup> In Department**

**Salary:** TMS/UPS plus TLR

**Responsible to:** Central Leader of Faculty

**Responsible for:** With the CL, leading the development of learning and teaching in the department

This job description is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act of 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of governance. This job description may be amended at any time following discussion between the Principal / Line Manager and member of staff and will be reviewed annually.

#### **1. JOB PURPOSE**

- To contribute to the progress and successful implementation of the School and Departmental Developments Plans with specific responsibility for the department
- To take responsibility for the development, implementation and tracking of agreed aspects of department practice.
- To develop and enhance the teaching practice of teachers in the faculty leading to highly effective learning experiences for the students.
- To promote the department as a subject across the school
- To deputise as necessary for the Central Leader

#### **Safeguarding Responsibilities**

This role involves working with children on a daily basis and is therefore in regulated activity.

#### **2. DUTIES AND RESPONSIBILITIES**

##### **Managing / Leading Policy**

- The leadership of learning and teaching in the department
- To contribute as a member of the faculty to the review and development of whole school aims, values, objectives and policies and ensure their successful implementation.

- To assist the Central Leader in establishing clear and comprehensive faculty aims, objectives and practices, consistent with those of the school and to ensure their successful implementation
- To assist in the planning, monitoring, reviewing and evaluating the work of the faculty in the context of school and faculty policies and agreed self-evaluation procedures.
- To assist in establishing and maintaining very clear behaviour management systems in line with agreed school policies

### **Managing / Leading Learning:**

- To ensure that the academy's learning and teaching policy is fully implemented within the department and to assist in promoting high standards of learning and teaching across the faculty.
- To use relevant data to set targets and to inform the planning of appropriate learning activities in the department.
- To assist in the use of analysis and evaluation of performance data within the department
- To ensure that agreed intervention strategies are implemented with targeted students.
- To assist in ensuring high standards of achievement in the faculty with students meeting or exceeding agreed targets, as set using prior attainment data.
- To develop and regularly review the curriculum and schemes of learning that are consistent with academy and faculty policies.
- To monitor the quality of learning and teaching within the faculty with particular reference to learning and teaching.
- To display those qualities expected of good teachers with regard to subject knowledge, teaching skills, assessment and tutoring.
- To support and encourage teachers in the faculty to maintain high standards of preparation, classroom management, teaching and assessment.
- To promote discussion and sharing of effective teaching and learning practice within the faculty.

### **Managing / Leading People:**

- To assist the Central Leader in assuring that all faculty staff understand their responsibilities
- To assist the Central Leader in performance management, in monitoring and observations and providing professional support as necessary.
- To assist the Central Leader in ensuring that effective communication takes place within the faculty
- To assist with the effective training of teacher trainees and induction of new colleagues within the faculty.
- To encourage members of the faculty to engage in continuing professional development.
- To take a full and committed part in your own Performance Management and professional development in line with school policy, ensuring that you keep up to date with national developments in the subject area and good practice in the development of high quality learning methodology.

### **Managing Resources:**

- To assist the 2 i/c in monitoring the care and condition of all accommodation and resources, ensuring that all classrooms within the faculty are left in a tidy and litter free condition after teaching.
- To promote the creation of a stimulating teaching and learning environment.
- To monitor Health and Safety practice and report any issues to relevant staff. To assist in ensuring that agreed health and safety practices are fully implemented.
- To assist the Central Leader in identifying financial, staffing and resourcing needs.
- To ensure that teaching resources are available and managed in an orderly manner.
- To liaise with faculty support / technical staff to ensure that all faculty equipment is correctly maintained for use by staff and students

**Deputising for the Central Leader - as a 2 i/c you have a responsibility:**

- To represent the faculty by attending Team Leaders and other meetings in the absence of the Central Leader
- To manage the Maths faculty in the absence of the Central Leader. (In the event of an absence of the Central Leader for a period of greater than four working weeks the School's Pay Policy allows for the person deputising to receive the allowance of the substantive post holder).

**Other**

In addition to carry out any further duties as reasonably required by the Principal.

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

**January 2021**

Area	Essential	Desirable
Education	Qualified Teacher Status	Further qualifications in the appropriate subject
Experience	<p>Passion for specialist subject</p> <p>Relevant teaching experience in KS3 and 4</p> <p>Ability to be organised and efficient, particularly in regards to lesson preparation, students assessment and record keeping</p> <p>An understanding of pastoral needs of students</p> <p>Ability to maintain a good working atmosphere in the classroom</p> <p>Ability to understand and evaluate data and use this to improve teaching</p> <p>Willingness to be involved with school activities and clubs</p>	<p>Experience of working with mixed ability groups</p> <p>Able to develop teaching materials</p>
IT skills	Effective use of ICT in teaching and learning	
Other skills	<p>Ability to be a mentor (tutor) for one of the Mentor Groups to support the pastoral work of the school</p> <p>Able to demonstrate a range of teaching styles and skills</p>	<p>Previous experience supporting pastoral work</p> <p>Experience meeting the needs of students with Special Educational Needs</p>

	<p>Able to teach across a range of students of different ages and abilities</p> <p>Able to communicate effectively and clearly both verbally and in written forms</p>	
Specialist Knowledge	<p>A strong understanding of safeguarding issues within an educational environment</p> <p>Ability to demonstrate a commitment to safeguarding and promoting the welfare of children in their care</p>	<p>Training in safeguarding issues</p> <p>Examples of good practice from personal experience</p>
Qualities	<p>Able to establish and maintain strong working relationships across all elements of the role</p>	
Other	<p>Application should be well constructed and legible</p> <p>Should involve few spelling and grammar errors</p> <p>Must demonstrate the individual can meet the requirements of the person specification</p> <p>Embrace school policies</p> <p>A desire to improve own skills and willing to undertake professional development activities as appropriate</p>	