



MEADOW PARK  
SCHOOL



FINHAM PARK  
MULTI ACADEMY TRUST

## **Second in Department for English TLR2A**

### **Job Purpose**

To support and advise the Director of English & Literacy in leading the development, implementation, review and improvement of the learning and teaching in the English department and to ensure student attainment is raised. To help lead in the development of Literacy across the school.

### **Whole School Role**

1. To agree, monitor and evaluate pupil progress targets in all areas of the relevant Key Stage in English to make a measurable contribution to whole school targets
2. To provide regular feedback for subject colleagues through lesson observation which recognises good practice and supports their progress against Performance Management objectives, resulting in a tangible impact on student learning
3. To further develop and implement systems for assessing, monitoring and recording individual pupil's progress
4. To deputise for the subject leader when required.
5. To work with other staff to raise the quality of teaching and learning within the department in classrooms other than their own.
6. To develop expertise in teaching and learning through CPD opportunities within the department, this may be through individual coaching, mentoring or leading group CPD sessions
7. To help develop, plan and implement the drive for literacy across the school at all key stages
8. To be accessible to and supportive of students, staff, parents and the wider community, as appropriate



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### **Learning and Teaching**

1. To have oversight of student progress within a Key Stage
2. To ensure all students make progress and that suitable strategies are in place to support the students' progress on transition from primary to secondary school
3. To take responsibility for curriculum development within a Key Stage
4. Monitor the quality of teaching and learning provided within a Key Stage
5. To lead on learning and teaching developments within the selected Key Stage that will impact on the learning taking place in the following Key Stages
6. To act as a mentor to members of the department, at any stage of their career, when required

### **Leadership:**

1. Develop and implement policies and practices for English which reflect the Faculty's commitment to high achievement and which are consistent with school strategies and policies.
2. To ensure an active approach to quality assurance, monitoring and evaluation.
3. To develop and implement systems for assessing, monitoring and recording individual pupil's progress.