

JOB DESCRIPTION AND PERSON SPECIFICATION

<p><u>Job Title:</u> Second in Department - English</p>	<p><u>Grade:</u> MPR/UPR + TLR</p>
<p><u>Job Family:</u> Teaching</p>	
<p><u>Overall Purpose of Job:</u></p> <p>In the role of Second in Department for English you will:</p> <ul style="list-style-type: none"> • play an active role in the co-leading of English to ensure outstanding outcomes for students in all areas of teaching and learning, curriculum provision, standard of attainment and behaviour and safety within the curriculum area • work collaboratively with the Head of Department to provide a vision for developing English across the curriculum • provide and showcase highly engaging, relevant and innovative learning opportunities at all key stages to ensure students make exceptional progress in English and are provided with the key skills they need to be successful in both the academy and their future lives • demonstrate outstanding teaching and learning through your own practice and through the leadership of others • carry out the professional duties of a teacher as circumstances may require and in accordance with academy and Trust policies 	
<p><u>Main Responsibilities:</u></p> <p>Main duties and responsibilities:</p> <ol style="list-style-type: none"> 1. You will teach students as well as carrying out associated pastoral and administrative duties in accordance with the aims and objectives of the academy. 2. You will support the Head of Department in the development of English both in the classroom and across the Academy 3. You will support the Head of Department to ensure teachers in English consistently deliver good or better lessons and maintain positive learning environments. 4. You will support the Head of Department in implementing the long-term vision for English 5. You will plan schemes of learning and lessons for English at the relevant key stages (3 and 4, possibly 5) which are engaging and relevant to students' needs and interests. 6. You will develop new innovative approaches for learning utilising ICT and new resources. 7. You will track and monitor student progress across your area of responsibility. 8. You will ensure marking is regularly carried out in your department in accordance with academy marking policy and use assessment for learning to regularly share levels of achievement with students and parents 9. You will report regularly to your line manager on current department outcomes and develop intervention strategies to continually improve the department to achieve outstanding results. 10. You will support and promote the professional development of teachers, providing training, mentoring and coaching where appropriate. 11. You will maintain the highest standards of professionalism and consistently apply academy systems 12. You will monitor and evaluate the English curriculum 13. You will support curriculum innovation 14. You will carry out any other additional duties as may be required from time to time by the Principal 	

You will develop and sustain DEEP LEADERSHIP across the academy by:

15. Being accountable for student progression for allocated classes.
16. Being responsible for effective classroom management.
17. Co-ordinating class work with any classroom assistant support.
18. Developing and sustaining knowledge of current educational practices and be responsible for own continuing professional development.
19. Evaluating lessons, incorporating students' views and responses in order to reflect and act on strengths and areas for development.
20. Aiding in co-ordinating events and experiences which support the academy to raise standards.

You will develop and sustain DEEP LEARNING across the academy by:

21. Working to student targets and ensure that progress is tracked through a range of strategies.
22. Taking account of and reviewing prior attainment when planning and teaching lessons.
23. Reflecting on the success of teaching strategies, individual lessons, and schemes of work (SOW) in meeting the needs of students.
24. Applying current guidelines on effective learning and teaching.
25. Striving to deliver outstanding lessons.
26. Delivering interactive lessons with students.
27. Providing good quality assessment using formative and summative methods in conjunction with the academy's assessment policy.
28. Recording test results and ongoing teacher assessments.

General

29. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay.
30. You will participate in training and other learning activities and performance development as required.
31. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
32. You will ensure strict confidentiality in all areas of work.
33. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
34. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
35. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
36. You will always comply with the Trust's policies and procedures.
37. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Knowledge, Skills and Experience

Essential

- A good degree in an appropriate discipline related to English (A/C)
- A teaching qualification together with Qualified Teacher Status (QTS) (A/C)
- A strong and secure subject knowledge in English up to GCSE and/or A Level (A/I)
- Evidence of your student examination results (A/I/R)
- Recent and relevant teaching experience (A/I/R)
- Experience of assessment at key stage 3 and 4 (A/I/R)
- Awareness of the strategies available for improving the learning and achievement of all students (A/I)
- A good understanding of curriculum developments in English (A/I)
- Able to use a range of teaching and learning strategies (A/I)
- An understanding of how assessment for learning can improve student performance (A/I)

- Confidence in the use of standard ICT packages and how these can be used to enhance student learning (A/I)
- Able to use student level data to raise standards (A/I)
- Able to work independently and collaboratively as a member of a team (A/I)
- Enthusiasm for your subject area (A/I)
- Creative in problem solving together with willingness to take on and try new approaches and ideas (A/I)
- Ability to relate to students in a pleasant and sympathetic manner and to recognise potential safeguarding issues (A/I/R)
- Able to communicate both orally and in writing to students and their parents (A/I/R)
- Able to communicate high expectations to all students (A/I/R)
- Willingness to share good practice across the department and beyond (A/I/R)

Desirable

- Strong ICT skills including SMART board or Promethean (A/I/R)
- A strong and secure subject knowledge in English up to A Level (A/I)
- Experience of assessment at key stage 5 (A/I/R)
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Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours:

- Polite
- Punctual
- Reliable
- Flexible
- Passion for learning
- Clear communicator
- Takes initiative
- Self-motivated
- Resilient
- Determined to succeed
- Team player
- Emotionally intelligent

Contacts and Relationships:

Managers - in daily contact with senior leaders/Principal within the academy.

Support Staff – in daily contact with support staff who are involved in finance, administration, cleaning, catering, site supervision and health and safety.

Trust Staff – in contact with Trust staff within the wider Education team (e.g., Subject Directors and Executive Principals) and Teaching Schools.

External – in regular contact with parents/carers, visitors, suppliers, contractors as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.