

Northern Education Trust – Job Description

Job Title:	Second in Department (English)		
Base:	Freebrough Academy		
Reports to:	Head of Department	Grade:	MPS1 – UPS3 + TLR2b
Service responsibility:		Salary:	£31,650 - £49,084 + £5,645
Additional:		Term:	

JOB PURPOSE

- The role of Second in Department will involve co-leading your subject area to ensure outstanding outcomes for students. This includes Learning and Teaching, curriculum provision, standard of attainment and behaviour and safety within the department
- As Second in Department you will work collaboratively with the Head of Department to provide a vision for developing literacy across the curriculum
- You will provide highly engaging, relevant and innovative learning opportunities at all key stages to ensure students make exceptional progress in your subject and are provided with the skills they need to be successful in both the academy and their future lives
- You will demonstrate outstanding learning and teaching in these areas, both in your own practice and leadership of others
- The teaching of students and the associated pastoral and administrative duties in respect of those students in accordance with the aims and objectives of the academy
- Any additional duties as may be required from time to time by the Principal
- To support the Head of Department in the development of your subject both in the Communication Learning Centre and across the academy
- To monitor and evaluate the curriculum
- Curriculum innovation

JOB SUMMARY

1. Teaching the students assigned to you according to their educational needs, including the setting and marking of work to be carried out by the students in the academy or elsewhere
2. Assessing, recording and reporting on the development, progress and attainment of all students
3. Consistently applying the academy's behaviour policy at all times
4. Promoting the general progress and well-being of individual students and of any class or group of students assigned to him/her
5. Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions
6. Completing the academy's tracking systems
7. Making records of and reporting on the personal and social needs of students
8. Communicating and consulting with the parents of students
9. Communicating and co-operating with relevant persons or bodies outside the academy
10. Participating in meetings arranged for any of the purposes described above

11. Participating in arrangements within the academy's policy for Performance Management
12. Reviewing from time to time his/her methods of teaching and programmes of work
13. Participating in arrangements for his/her further training and professional development as a teacher and manager
14. Advising and co-operating with the Principal, Subject Directors, Head of Department and other teachers (or any one or more of them) on the preparation and development of courses of study, for all students, appropriate teaching materials, schemes of work, methods of teaching and assessment and pastoral arrangements
15. Responding to the Code of Practice for Special Educational Needs, in accordance with the academy's policy
16. Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the academy premises and when they are engaged in authorised Academy activities elsewhere
17. Ensuring that the Academy's Child Safeguarding Policy is followed where there may be a concern
18. Ensuring that personal knowledge of the academy's health and safety policy is updated and the practices are in accordance with it
19. Participating in meetings at the academy as required
20. Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations
21. Recording and reporting such assessments
22. Participating in arrangements for students' presentation for and supervision during such examinations
23. Contributing to the selection for appointment, induction and personal development of all staff
24. Co-ordinating or managing the work of supporting staff or volunteers
25. Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy and Performance Management of staff as directed by the Principal
26. Participating in administrative and organisational tasks related to such duties as described above, including the management or supervision of persons, providing support for the teachers in the academy and the ordering and allocation of equipment and materials
27. Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Academy sessions
28. Support the Head of Department to ensure teachers in your subject area consistently deliver good or better lessons and maintain positive learning environments
29. Support the Head of Department in implementing the long term vision
30. Plan schemes of learning and lessons for department at Key Stage Three, Four and Five which are engaging and relevant to students' needs and interests
31. Develop new innovative approaches for learning utilising ICT and new resources
32. Track and monitor student performance across your area of responsibility
33. Ensure marking is regularly carried out in your area in accordance with academy marking policy and use assessment for learning to regularly share levels of achievement with students and parents
34. Report regularly to your line manager on current performance and develop intervention strategies to continually improve performance and achieve outstanding results
35. Support and promote the professional development of teachers, providing training, mentoring and coaching where appropriate

- 36. Maintain the highest standards of professionalism and consistently apply academy systems
- 37. Adhering to Academy and Trust policies and procedures

GDPR

- 38. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

- 1. To follow all safeguarding and child protection policies and procedures
- 2. This role wholly or mainly involves working with children

General

- 1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: