



Hartismere School

Second in Department - English

Required September 2027

Salary – MPS + TLR 2

General Responsibilities:

The teacher appointed will be able to teach across the full age (11 – 18 years) and ability range.

The primary role of the second in department is to support the head of department in all aspects of departmental work and, where necessary, deputise as directed by the head of department.

Subject to skills and experience the second in department will manage, review and continuously develop either the lower school or upper school curriculum.

Work with the head of department on the medium and long term plans for the implementation of the curriculum and the assessment of its impact.

Manage aspects of assessment within an allocated key stage with an emphasis on the collation and analysis of data and the identification of intervention opportunities to improve student performance.

Assist the head of department in maintaining standards within the department and managing student behaviour.

To contribute to the mentoring and development of recently qualified colleagues and student teachers.

Areas of departmental development that, subject to skills and interest may be suited to the second of department

Resources. The ongoing development of teaching and learning materials and associated resources to meet the needs of the curriculum.

Teacher of English Responsibilities:

- To ensure high standards of achievement and progress amongst those pupils taught regularly in lessons
- To provide consistently high quality teaching in lessons for pupils in all key stages
- To provide high quality feedback to pupils on how to improve the standard of their work in accordance with school policies and the direction of the head of department or headteachers
- To set high quality and meaningful homework in accordance with school policies and under the direction of the head of department or school leadership team
- To maintain a high standard of educational classroom display material and contribute to departmental and whole school display activities

- To ensure and maintain good order in the classroom so that children are able to learn, free from disruption
- To liaise with learning support assistants in order to ensure the most effective adaptations for pupils
- To deliver and feedback on schemes of work and programmes of study as required by the head of department
- To write reports on pupil progress for parents and carers as well as other school leaders as required
- To cooperate fully with the school's arrangements for the safeguarding of children
- To act as a form tutor as required and in so doing to support high standards of behaviour throughout the school by the application of whole school expectations for form time and social time
- To attend and contribute positively to whole school, pastoral and subject meetings as required by the headteachers, head of year and head of department
- To demonstrate a consistent support for the enrichment of students' education through extra-curricular trips, clubs, exhibitions and other activities
- To provide active and positive support for school events including parent consultation evenings, celebration and awards events, open evenings and afternoons and other occasions as requested by the headteachers
- To engage enthusiastically with your own professional development as a teacher and subject specialist
- To provide a good role model in dress by avoiding 'dressing down' at work and by dressing in a business-like manner
- To provide a good role model for students by treating all nationalities, religious groups, those from wide ranging political persuasions, differing genders and sexualities and racial groups with respect, fairness and dignity
- To undertake any other tasks or responsibilities that may reasonably be assigned by the headteachers

Hartismere school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and online presence checks.