

## Job Description

### Second in English Faculty

This job description should be read in conjunction with the generic main scale description that is applicable to all staff, except the Headteacher.

#### Core Purpose

The core purpose of the role of Second in English is focussed on Quality of Education. The Head of Faculty, supported by the Second in Faculty, provides and articulates a clear vision for the working practices and future of the English Faculty. They promote, support and develop an environment in which teachers are effective in their work, and students are motivated to learn. In so doing, therefore, the Second in Faculty plays a key role in raising standards of academic achievement, and in enabling students' personal and social development. The Second in Faculty should be fluid in their approach to the position and must be prepared to support all subjects within the faculty (currently English Literature, English Language, and Media Studies), when required.

The Second in Faculty should understand the way the school operates and the part they and other Leaders, including members of SLT, play in it. They should be aware of the short- and long-term targets of the whole school and develop their area of responsibility within the policies and philosophy of the whole school. In addition to this, the Second in Faculty would be expected to 'act up' to undertake the role of Head of Faculty in the event of a period of absence of the existing Head of Faculty post holder.

The Second in Faculty post holder is responsible for working with the Head of Faculty to ensure duties such as (but not limited to) the following are discharged:

- Monitoring the quality of assessment and feedback, particularly at Key Stage 3
- Preparation and development of relevant sections of the English FIP
- Development, monitoring and reviewing of Curriculum and Schemes of Learning, particularly Key Stage 3
- Monitoring the Home Learning Policy and practice within the team
- Organisation of the English Faculty extra-curricular offer and enrichment activities
- Conducting student voice meetings to help inform future curriculum changes
- Working with the SENCO, Faculty Learning Support, and Specialist Learning Support staff to support student progress with SEN students
- Identifying students with below than expected progress and formulate strategies for them to catch up
- Oversight of the relevant sections of the school's performance management process in relation to staff in the team, and direct responsibility as reviewer where appropriate
- Supporting the Head of Faculty with:
  - Delivering and monitoring faculty-wide excellence in teaching and learning, and progress
  - Organisation of timetables and allocations of staff
  - Supervision of all staff within the faculty, including trainees and ECTs
  - Supporting supply teachers and cover supervisors working within the faculty
  - Monitoring the conduct of students across the English faculty
  - Analysis of school data against Local Authority and national statistics
  - Ensuring all records in relation to students' assessment and progress against targets are up to date.
  - Assisting with staff appointments
  - Delegation of appropriate responsibilities within the subject team
  - Advice, welfare, and support for all staff within the faculty