

Job Description



Second in Department - English

School:	Hadleigh High School
Reports to:	Subject Leader
Salary/Grade:	MPR – UPR + TLR 2A
Hours/Weeks	Full-time
Job Purpose:	The professional duties of all teachers, are set out in the STPC and describe the duties required of all main scale posts. In addition, the requirements of the post of Second in Faculty for English at Hadleigh High School, along with the particular duties expected of the post holder have been set out below.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

Leadership and Management

- Assist the Team Leader with strategic direction and development of the team within the context of the Academy's aims and policies.
- To lead teachers and relevant support staff in order to see an improvement in teaching and standards of attainment within the team.
- To play a major role in the development of Academy policy and practice.

Quality of Teaching and Learning

- To create an effective learning environment through efficient use of resources and support.
- To be responsible for the highest standards of teaching and learning in the team through monitoring, evaluation and planning.
- To promote positive attitudes to learning through ensuring high quality teaching and consistent implementation of the Academy's Behaviour Policy.
- To be accountable for the highest standards of student achievement within the team.
- To assist the Team Leader to ensure that faculty assessments provide accurate data on student performance.
- To assist the Team Leader to ensure teachers within the team know the prior learning and achievement of individual students.
- To use data effectively to monitor students' progress and set appropriate targets for improvement.
- To assist the Team Leader to ensure all staff in the team follow procedures outlined in the Academy Teaching and Learning policy.

Job Description



- To provide reports and analysis as required.
- To deploy Learning Support Assistants appropriately to ensure all students are able to progress

Curriculum Development

- In the case of staff absence, and second to the Team Leader, ensure that cover work promotes good quality teaching and learning.
- To keep up to date with current thinking/legislation regarding the work of the department and disseminate this to relevant parties.
- To assist the Team Leader to ensure Schemes of Work are in place, up to date and reviewed annually.
- To assist the Team Leader to ensure progression and continuity between Key Stages (including KS2).
- To assist the Team Leader to produce an annual Subject Development Plan that reflects the curriculum development, the aims and current Academy priorities.

Staff Development

- To participate fully in the Academy's Performance Management system.
- To assist the Team Leader to seek out and promote appropriate training and development for all members of the faculty.
- To seek and participate in professional development relating to Whole Academy issues and career development.

Health and Safety

- To ensure the health and safety of staff and students when in the (subject) area.
- To be responsible for carrying out risk assessments in relation to health and safety.

Other

- To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assist in ensuring equal access to education opportunities for everyone.
- Perform other duties as assigned.
- Maintain high standards of professional conduct and personal appearance and to work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the business.

Additional Duties

As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.

To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and

Job Description



at other locations.

To carry out such other duties which may be required from time to time, within the grading of the post.

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the school.
- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
- To maintain an appropriate and professional distance with students in more informal situations.
- Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context.
- To celebrate and praise the achievements of staff and students.
- To deal with students in a manner which conveys mutual respect.
- Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

Hadleigh High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Principal or other nominated person.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.