

JOB DESCRIPTION: Second in English

Job Title	:	Second in English
Responsible to	:	Head of English
Contract	:	Permanent

The current conditions of employment of school teachers as laid down by the Department for Education will apply.

1. TITLE AND GRADE OF POST

Second in English, Main Pay Scale – Upper Pay Scale (Dependent on Experience), plus TLR 2.3 - £7,017.

2. PURPOSE OF THE JOB

To provide effective leadership, in support of the Head of English, to secure high quality learning which allows pupils to fulfil their potential, achieve improved standards of teaching, and attain outstanding outcomes in external examinations.

3. RESPONSIBLE TO

The postholder is responsible to the Headteacher in all matters, to the Head of English in respect of curricular matters and the Heads of Year in pastoral matters.

4. LIAISING WITH

The postholder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

5. PARTICULAR RESPONSIBILITIES – You will be responsible for Year 11 (a) and in driving forwards the department in areas (b).

Section (a) - KS4 Progress and Intervention

- a) Gathering Year 11 assessment results throughout the year, and in turn analysing and acting on data gathered.
- b) Analyse pupil data to pinpoint pupils in need of intervention.
- c) Appropriate intervention for Year 11 pupils in English with a very specific focus on progress.
- d) Research the most up to date methods of intervention.
- e) Lead on providing high quality intervention for Year 11 pupils identified between the Maths and English department who could be in danger of not meeting the required grades.
- f) Roll out an effective intervention framework across KS4 (Year 10 and Year 11) within the department.
- g) Analyse pupil data to pinpoint pupils in need of intervention in terms of progress.
- h) Effectively engage with parents and carers.
- i) Support members of the department in the delivery of intervention strategies.
- j) Liaise with the data manager to identify pupils for intervention.

Section (b) – Development of Staff in the English Department

- a) To ensure the effective mentoring and support of colleagues, including ECT's and trainee teachers, encouraging their professional development.
- b) Communicate the school vision to members of the team. Lead, motivate, support and develop trainees / recently qualified staff in the department.
- c) Support the Head of Department (English) in providing and implementing CPD opportunities for staff in the department internal and external.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SUBJECT

- To have shared responsibility with the Head of English for attainment and progress in KS3 and KS4 English, including English Language and English Literature.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated English curriculum for all pupils studying within the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body. To formulate the English policy, aims and objectives which meet National Curriculum requirements and the school's curriculum and equal opportunities policies.
- To work with the Head of Department in undertaking the leadership, management, monitoring and evaluation of Learning and Teaching in the English Department.
- In conjunction with the Head of Department, ensure academic achievements equate to the target set for individuals and year groups.
- To work with the Head of Department in using data effectively to identify pupils who are underachieving in English and, where necessary, work with other leaders of the department to devise and implement effective plans of action to support those pupils.
- To work with the Head of Department in revising long-term curriculum plans and leading other members of the department in resourcing each topic and monitor the progress made in achieving subject plans and targets.
- To work with the Head of Department to develop and implement the English Departmental Action Plan and ensure the team is clear about standards, action to be taken, timescales and criteria for success.

LEARNING AND TEACHING

- To coach, develop and enhance the teaching practice of others.
- To nurture a climate which enables other staff to develop and maintain positive attitudes towards their subject and confidence in teaching it.
- To contribute to the monitoring of the quality of teaching and learning in English.
- To work with the Head of Department to monitor progress of the Departmental Action Plan, evaluate the effects on learning and teaching and use this analysis to guide further improvements.
- To innovate in learning: To keep abreast of subject developments and bring these to the school. To engage with school wide learning initiatives and lead the implementation of these within the department.

LEADING AND MANAGING STAFF

- Support teachers to build constructive working relationships with pupils, parents and other staff.
- Lead professional development of teachers through methods such as leading by example, coaching, and by involving others such as LEA consultants.
- Lead the professional development of all staff, including LPAs, to regularly provide bespoke departmental training opportunities during meetings, twilights and other sessions.
- Work with the SENDCO, pastoral team, senior team, outside agencies and any other staff to ensure pupils' work and subsequent standards to attain desired levels.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- To support the effective deployment of English staff and resources in order to meet the development aims of the subject.

6. OTHER RESPONSIBILITIES

- To be an excellent classroom practitioner who can teach a variety of classes across the ability range and key stages and who consistently achieves as a minimum "good", but often "outstanding", lesson observation grades.
- To achieve and maintain high standards of pupil attainment and progress with the classes you teach.
- Support all teachers to build constructive working relationships with pupils, parents and other staff.
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To maintain discipline in accordance with the rules and disciplinary systems of the school.
- To control and oversee the use and storage of books and other teaching materials provided for class usage.
- Monitor and report to parents on the progress of pupils in line with the school's procedure.
- To attend and contribute to department meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the school as a whole.

7. ADDITIONAL SPECIFIC RESPONSIBILITIES (as necessary)

To be the Form Tutor of an assigned group of pupils:

- To promote the general progress (using the data provided by the Positive Behaviour Referral System) and wellbeing of individual pupils and of the group as a whole.
- Register pupils' attendance daily, recording absences etc. on the MIS system. Completing the weekly update, uniform checks, check and sign Homework Diaries weekly, write and compile reports as required.
- Escort pupils to assembly and supervise behaviour.
- Liaise with Heads of Year to ensure the implementation of the school's pastoral system.
- Other duties in line with the role of the Form Tutor as specified in the 'Staff Handbook'.

General Responsibilities:

- The postholder must perform their duties in accordance with the school's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the school ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events as required.
- To participate in training, professional learning activities and performance development as required.
- To continue own professional development in relevant areas including subject knowledge and teaching methods.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.

- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

PLEASE NOTE:

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document.
- Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

Information for all applicants / postholders:

Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	Postholder	Date
Signed	Line Manager	Date



EQUITY EXCELLENCE ENTERPRISE ENGAGEMENT