

The Thomas Lord Audley School

Second in English Job Description

Line Manager: Head of English

Job Purpose:

To assist in driving forward and supporting the strategic direction and development of the English department in conjunction with the Head of Department (HOD).

Key Responsibilities:

- Support the development and implementation of policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
- Support the development of the English Department in line with the school improvement plan.
- Work collaboratively with the HOD to monitor achievement and progress across the curriculum.
- Assist in the planning of budget and resources, linking with the English improvement plan, to ensure best value for money.
- In the absence of the HOD, attend and contribute to HOD meetings, and report back relevant information.

Teaching and Learning:

- Ensure progression in students' learning by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school priorities.
- Work alongside the HOD to prepare and deliver effective departmental CPD.
- Work alongside the HOD to develop an effective, research-informed curriculum and system of assessment for all students.
- Support appropriate, effective interventions implemented by departmental staff to enable students to make progress.

Leading and Managing staff:

- Support teachers in the department to develop expertise in planning and teaching English through example, support and by leading or providing high quality professional development opportunities.
- Work alongside the HOD in managing the department technicians including the development of new staff if required.
- Contribute to the quality and consistency of assessments through sampling and moderation.
- Demonstrate an ability to advise and support other teachers including trainees and ECTs.
- Help others to evaluate the impact of their teaching on raising students' achievement.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.