

Mortimer Community College

Job Description

Job Title:	Second in English	Department/Group:	English
Level/Salary Range:	TLR 2b	Reporting to:	Head of Faculty

Safer Recruitment Statement

Mortimer Community College is committed to safeguarding and promoting the well-being of children and young people and expects all staff and volunteers to share this commitment.

Main Objectives of Role:

The post is both operational and strategic and it will be a key component in the further development and improvement of the department. The focus of the work will be to support the head of faculty in securing, consistently, the highest possible standards to ensure student learning progresses and there are strong results throughout the faculty.

Job Description

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, and other current education and employment legislation.

This job description may be amended at any time in discussion between the Headteacher/ Head of Faculty and the member of staff.

Core Purpose

To assist in the leading of the area, to ensure that students receive the highest quality teaching and learning, to make progress and achieve outstanding levels of attainment. To inspire all stakeholders, linked to English, to become an outstanding department.

Specific Tasks and Responsibilities

To support with the establishment of the vision for the area. To assist the faculty leader by providing effective leadership and management and thereby build and maintain an effective team.

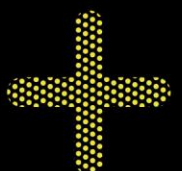
To assist the faculty leader with monitoring and evaluating the quality of teaching, learning and progress.

To assist the faculty leader with raising the performance of the department at both key stages.

In addition to the requirements of being second in English, the main areas of responsibility and key tasks are:

To teach across the age and ability range in accordance with the job description for a classroom teacher, including:

- teaching in an agreed curriculum area.



- planning structured lessons that meet the needs of individual students and sharing plans and teaching resources with colleagues.
- maintaining records, marking and assessment of students' work, according to school and departmental policies, external examination and national curriculum requirements .
- reporting on students, as required by the school policy and national curriculum requirements.
- using school procedures to maintain your teaching area/s to a standard that motivates students and meets health and safety requirements.
- following safe working practices in all your teaching and duty situations.
- supporting the tutorial system as required.
- Take responsibility for your own CPD and PM.

Leadership and Management Responsibilities

Leaders and Managers should, at all times, demonstrate high standards that support our expectations of staff and in particular should:

- set and maintain clear expectations for staff and students.
- be consistent in upholding agreed principles and practices.
- be approachable and enable two-way communication.
- listen to and support colleagues.
- recognise success in achievement and development.
- challenge unacceptable performance.
- inspire others through our positive and enthusiastic approach.

Principal Responsibilities

The post holder will be expected to support the Head of Faculty in improving standards of attainment and progress of students in English, and upholding accountability within the department. The new post-holder will take on areas of responsibility and key tasks relevant to their skills set, and these will be determined through the selection process.

Key Tasks

- To be responsible for managing a Key Stage in the faculty.
- To work with the Head of Faculty in strategic planning of provision across both Key Stages.
- Deputise for the Head of Faculty in their absence.
- To use and analyse data in order to monitor progress, plan and support intervention.
- To take a lead role for aspects of planning as directed.
- To support Head of Faculty in PM.
- To manage and monitor Health and Safety within the faculty.
- To support strategic decisions across the faculty.
- To support subject staff in the development of curriculum resources.
- To assist in the implementation of faculty policies and procedures.
- To ensure literacy initiatives are carried out accordingly.
- To raise the faculty profile including marketing and liaison of public events and activities.
- To liaise with year team to track and monitor pastoral issues within the faculty.



The post-holder will be expected to carry out other tasks/duties as directed by the Head Teacher/ Head of Faculty that are commensurate with the responsibilities of the post.

Date:

March 2025

