



Second in the English Faculty Job Description



Role Definition

This role involves meeting and working closely together with both Heads of Department to implement the responsibilities listed below. It also involves assisting and if required, deputising for the Heads of Department, on issues of internal organisation.

Curriculum

- 1:** To take responsibility, in consultation with the Heads of Department, for all aspects of teaching and learning in the Key Stage 5 English Literature curriculum. This includes course planning and delivery/monitoring effectiveness of schemes of work and making relevant adjustments where appropriate. It also includes a monitoring role of lesson observations/learning walks/feedback and analysis of performance data from internal and external exams.
- 2:** To then follow up from (1) with suitable intervention strategies for either staff or students as appropriate (in liaison with HODs).
- 3:** To play an active role in the increased recruitment of students and promotion of Sixth Form English Literature.
- 4:** To play an active role in improving the retention of student numbers of English Literature between Years 12 and 13.

Teaching staff

- 1:** To be the appointed mentor for all new staff joining the department, temporary or permanent, providing a full programme of guidance and support for those teachers.
- 2:** To liaise regularly with the Heads of Department about the new staff regarding (1).
- 3:** To be the appointed mentor for student teachers within the Department, working closely with both Heads of Department and the school's student teacher coordinator about their progress.

Students

- 1:** To create an organised programme of enrichment activities for students of all key stages, designed to offer rewarding opportunities beyond the scope of the curriculum to encourage and foster a love of English. These could include author visits, competitions, visits and clubs.
- 2:** Assist the Heads of Department in planning interventions to support underperforming students across all key stages.