

SECOND IN DEPARTMENT: ENGLISH

Job Description



POST:	Second in Department: English
START DATE:	September 2024
RESPONSIBLE TO:	Director of English
SALARY:	MPS/UPS + TLR 2B £5352.00
LOCATION:	Oasis Academy Sholing, Southampton
WORKING PATTERN:	Full Time, Permanent
DISCLOSURE LEVEL:	Enhanced

Purpose of the role

Achievement of students within the English Department

- Be prepared to develop and enrich the English curriculum.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students.
- Have excellent subject knowledge and understanding of current developments.
- Effectively inspire students and improve their achievement.
- Be focused consistently, inspiring confidence and commitment from students and colleagues.
- Use self-evaluation in a well-informed manner and effective analysis of performance.
- Co-ordinate joint planning and the effective sharing of good practice.
- Have ambitious aims for the subject and its relevance to the students attending Oasis Academy Sholing.
- Communicate these aims effectively to students and staff.
- Support the Director of English in all aspects of learning and progress in the pursuit of excellence in the English department.
- Take responsibility for areas of improvement/priorities identified in the English improvement plan.
- Complete all other reasonable tasks as directed by the Principal or Line manager.
- To deputise for the Director of English in their absence.

Job Description

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Teaching and Learning of English

- Leading the development of appropriate, challenging and differentiated schemes of learning that ensure all students make rapid and sustained progress.
- Securing and sustaining effective teaching of the subject through structured monitoring and evaluation of all aspects of teaching and learning and active participation in the Academy's monitoring evaluation and review cycle.
- Ensuring teaching and learning objectives are clear to all members of the curriculum team.
- Ensuring effective development of students' literacy, numeracy and ICT skills within the subject.
- Developing the curriculum to meet the needs of all students; introducing, planning and implementing new courses of study to meet KS4 and KS3 curriculum initiatives and developments.
- Map progress of students regularly against prior attainment and local and national norms and identify students at risk of underachieving and tailor the curriculum as appropriate.

Leading and Managing the Staff who teach English

- Establishing clear expectations and high standards of professionalism and collaboration across the subject.
- Providing structured support and assessment for NQT and ITT trainees to enable them to meet the relevant professional standards.
- Working in collaboration with the SENDCO and Year Leaders to ensure that individual plans are used to set subject specific targets and support progress, as required.

Efficient and Effective Deployment of Staff and Resources within the English Department

- Using appropriate resources, in consultation with the Director of English, for effective, efficient and safe teaching and learning within the subject area; accommodation, staff, time, courses, development opportunities, ICT equipment.
- Creating an effective and stimulating learning environment for teaching and learning.
- Ensuring a safe working and learning environment through application of appropriate risk assessment.

Teaching Commitment

The post holder will be expected to teach in line with the Academy's generic teacher's job specification. Designated non-contact time for leadership and management responsibilities will be made available.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

All teachers take an active role in the Academy's pastoral care of students and the post holder will be expected to fulfill the role of form tutor.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

ESSENTIAL

DESIRABLE

Qualifications

Qualified Teacher Status	Other recognized qualifications in English based subjects
A degree in appropriate subject	

Professional Development

Evidence of a commitment to own professional development	Recent relevant in-service training in Management and Leadership
Experience of leading a development within a team	

Experience

Evidence of high achievement in teaching across the Key Stages	Professional development/ mentoring of colleagues
A keen interest in developing the teaching of English	Currently holding a significant position of responsibility
Currently holding a position of responsibility	Experience of leading a development within a team
The development of Schemes of Learning across the Key Stages	Development of partnerships with other schools, business and the community
Working effectively as a Form Tutor	Successful teaching of English at A level
Effective use of Assessment for Learning to engage students as partners in their learning	

Knowledge

Use of assessment and attainment information to improve practice and raise standards	An understanding of KS2 and/or post 16 curriculum
Use of strategies to promote good student relationships and high attainment in an inclusive environment	
An understanding of Health and Safety regulations affecting the curriculum area	

Person Specification

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ESSENTIAL

DESIRABLE

Skills

Excellent communication and presentation skills	Ability to use and promote a wide range of teaching methodologies
Competent user of ICT	

Commitments

Actively supports the Academy's aims	Innovative curriculum development and partnership with other schools in the wider community, including business and university links
Commitment to ITT	
Active participation in Academy developments	
To leading extra-curricular activities/ educational visits / out-of-hours learning	

Personal

Passion for Teaching	
Energy, enthusiasm and flexibility	
Resilience and a positive outlook on life	
Ability to work under pressure and determination to succeed	

Our school is committed to safeguarding and promoting the welfare of children.

An enhanced DBS will be required for this post.

Please be aware that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.