



Job Outline

Second in English

Responsible to: Head of Department
Salary Grade: Main / Upper Pay Scale + TLR 2B
Full time/Part time: Full time

Job Purpose

To assist in driving forward and supporting the strategic direction and development of the English Department in conjunction with the Head of Faculty.

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 Department Improvement Plan in line with the School Improvement Plan.
- Work collaboratively with the Head of Department to monitor achievement and progress across the curriculum.
- Assist in the planning of budget and resources, linking with the department improvement plan, to ensure value for money.
- In the absence of the Head of Department, attend and contribute to meetings, and report back/pass on relevant information.
- 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 Head of Department to prepare and deliver effective departmental CPD.
- Support appropriate, effective interventions implemented by departmental staff to enable students to make progress.
- Support teachers in the department to develop expertise in planning and teaching through example, support and by leading or providing high quality professional development opportunities.
- Work alongside the Head of Department in managing 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

Additional Specific Responsibilities

- To be a Tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the general job description of Tutor
- To carry out a share of supervisory duties in accordance with published rotas
- To participate in appropriate meetings with colleagues and parents relative to the above duties
- To participate in Instructional Coaching as part of ongoing professional development

Resources

- Operate relevant equipment/ICT packages
- Support Learning Support Assistants with day-to-day issues
- Ensure effective communication with all colleagues (teaching and support staff)
- To be fully qualified to teach through the secondary range for Key Stages 3 & 4
- To demonstrate an enthusiasm for the subject which will inspire student progress



- To demonstrate a capacity to design materials that are differentiated and will engage students in the learning process
- To have experience of IT and a willingness to use it to plan and teach lessons
- To have the capacity to work as a member of a team with a view to taking responsibility in one area of the curriculum
- To have the ability to work effectively with staff and students at all levels
- To ensure students are engaged in their learning
- To maintain a detailed knowledge of the relevant aspects of the National Curriculum

Health and Safety

- To ensure the health and safety of staff and students while in your area.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Safeguarding

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Professional Standards

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the school.
- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
- To maintain an appropriate and professional distance with students in more informal situations.
- Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context.
- To celebrate and praise the achievements of staff and students.
- To deal with students in a manner which conveys mutual respect.
- Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.
- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.



- To show a record of excellent attendance and punctuality.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post-holder to undertake this new/varied work.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

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

The post-holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.

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