

**Job title:** Second in English

**Main purpose of job:**

The emphasis will be on promoting effective teaching and learning, securing good or better outcomes for learners of all ages and backgrounds, helping to lead, manage and develop the English curriculum and working to enhance the teaching practice of other teachers within the faculty.

The current Academy Teachers' Pay and Conditions Document and the DfE Teachers' Standards apply to the professional duties of all teachers in all teaching posts.

**Faculty:** English

**Location:** Plume Academy

**Position reports to:** Faculty Leader of English

**Position is responsible for:** Supervisory responsibilities as directed by the Faculty Leader

**Length of contract:** Permanent

**Salary:** Main – Upper Pay Scale Plus TLR2C

### Main Duties

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**Quality of Education**

- Work collaboratively within the faculty to establish consistent high-quality teaching and learning in line with curriculum provision and faculty core principles.
- Monitor and evaluate the quality of teaching and learning and provide effective feedback and support, to further improve outcomes for students.
- Support the Faculty Leader in establishing targets and monitoring student achievement, with a particular focus on ensuring that students in vulnerable groups, such as SEND, High Prior Attaining and Disadvantaged learners, make good progress.
- Support the Faculty Leader in monitoring, managing and supporting Key Stage Co-ordinators to ensure curriculum planning is effective, coherent and meets the needs of our students.
- Where necessary, construct and oversee the implementation of action plans to bring about rapid and sustained progress in an area of the faculty that is underperforming.
- Develop the use of new technologies to support effective learning.
- Ensure that school curriculum policies are enacted within the faculty.

### **Other Activities**

- Responsible for the co-curricular offer in English.
- Acting in conjunction with the Faculty Leader, support colleagues within the faculty with teaching and behaviour for learning issues as they arise.
- Support communication and engagement with all stakeholders of Plume Academy.

### **Ethos and Environment**

- Ensure that the environment and learning resources are stimulating and of the highest standard.
- Ensure a consistent ethos in line with Plume Academy policies.
- Ensure that high standards of behaviour are expected and achieved.
- Observe and maintain health and safety procedures.

### **Staff Development, Resources and Capitation**

- Act as a role model in engaging with continuous professional development and latest pedagogical research.
- Actively engage in wider professional development of self and others through local and national organisations where appropriate.
- Organise CPD and chair faculty meetings when requested to do so.
- Contribute to the writing of the Faculty Development Plan in line with the Whole Academy Strategic Plan, taking responsibility for key aspects as outlined by the Faculty Leader.
- Support the development of ITT through mentoring and liaison with providers
- Work alongside the Faculty Leader in deciding the allocation of all resources; human and physical, within the faculty.
- Work alongside the Faculty Leader in maintaining overall accounts of capitation and ensuring best value.
- Support, advise and provide opportunities for individuals in the faculty to further their personal development.

### **Teaching**

- Be a model of effective and reflective practice in the classroom.
- Support colleagues' quality of teaching through collaborative planning and providing coaching and in-faculty training.
- Consistently meet the teacher standards.

### **Whole Academy**

- Contribute to extra-curricular activities
- Participate in whole academy planning and development through working parties and groups.



## General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.

**The Trustees of Plume Academy remain fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**Last updated:** November 2024    **Date of next review:** Annually in line with the PMR process.

Person Specification - Qualifications and Experience	Essential	Desirable
Has qualified teacher status with a degree qualification	✓	
Evidence of further professional study		✓
Outstanding classroom teacher preferable with experience in all key stages	✓	
Evidence to confirm undertaking recent CPD in the area relevant to this post	✓	
Experience of successfully managing whole academy issues and initiatives including senior leadership team responsibility	✓	
Experience of accurate year/key stage/subject self-evaluation and improvement planning in order to raise standards	✓	
Experience as a manager of leading, motivating and managing staff effectively to raise standards and evaluate the impact of initiatives(s)	✓	
Ability to hold people accountable and manage performance effectively	✓	
Experience of promoting excellence and challenging poor performance	✓	
Experience of managing staff and students to resolve conflict	✓	
Experience of responsibility in a curriculum area		✓
Knowledge, Skills and Abilities	Essential	Desirable
Ability to lead the development of behaviour and care strategies within the academy including leading CPD	✓	
Has the ability and ideas to ensure that Plume Academy continues to build upon its reputation	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Knowledge of recent/current educational developments, initiatives and legislations and how they might impact upon the academy	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Up to date knowledge of curriculum and assessment developments	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Ability to initiate and lead change and maximise human and other resources	✓	
Has good organisation skills, the ability to delegate effectively and make sound judgements when working under pressure	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, trustees, teachers, pupils, and other stakeholders constructively in planning improvements for the academy	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
A proven record of sustained outstanding classroom practice, demonstrating significant value added to achievement levels	✓	
Ability to maintain trust and be highly respected by staff	✓	
Ability to chair meetings effectively and delegate	✓	
Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems	✓	
Has a record of successful working with parents as partners in learning	✓	
Committed to on-going research into strategies that can be adapted for successful implementation at Plume Academy	✓	
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	