



Saracens High School Job Description

Job Title:	Second in Subject
Responsible to:	Subject Lead
Salary:	TLR

In addition to the teacher job description the following is an example of the responsibilities of a Second in Subject.

The actual responsibilities will be agreed between the Subject Lead and the Second, in order to make the subject area as successful as possible. While these duties give an indication of the role, the areas of responsibility may change over time, and other reasonable requests may be made by the subject lead and/or Principal.

1. Teaching and Learning:

- To be responsible for relevant, engaging and thorough curriculum planning in the key stage area of responsibility.
- Prepare stimulating lesson plans and schemes of work as agreed with the Subject Lead, in line with the needs of the cohort.
- To oversee the transitions from KS2-KS3 and KS3-KS4, including but not limited to, being responsible for: subject area workshops for the Year 6 Induction Day; summer holiday projects; as well as transition SOL.

2. Assessment and Data:

- To lead on and monitor the assessment work in the key stage area of responsibility including producing and implementing effective action plans to tackle pupil underachievement.
- To track student progress through data analysis, in the key stage area of responsibility, particularly looking at improving the attainment of vulnerable and target groups.
- To regularly analyse and evaluate data to ensure that each cohort is on track towards targets set and identify intervention strategies to support progress.

3. Management:

- To support the Subject Lead in creating, and evaluating, the Subject Development Plan.
- To deputise for the Subject Lead, if necessary.
- To support the subject area in any open evening or event related to the subject area as a whole.

4. Coaching, Mentoring and Professional Development:

- To run training for subject teachers, during subject area meetings and after school.



- To provide effective induction of new staff within the subject area in line with school procedures.

School Duties

- To undertake duties before school, and during breaks (including lunch) on a rota basis
- To set cover work when on leave of absence
- To play a full part in the life of the school community, supporting our values and ethos, and encourage colleagues and pupils to follow this example, including taking part in family lunch

The key accountabilities of the post outline the main areas of the role; they are not comprehensive list of tasks to be undertaken.