

## SECOND IN ENGLISH Job Description

Job Title: Second in English  
Pay grade: MPS/UPS plus TLR 2.2  
Responsible to: Principal

*Stowupland High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

### PROFESSIONAL DUTIES

In line with the requirements of the School Teachers' Pay and Conditions Document (section 9), the post-holder is responsible for the education and welfare of designated classes (and a tutor group if appropriate), having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and the policies of the Governing Body. The post-holder shares the corporate responsibility for the welfare of all students.

### CORE PURPOSE

The postholder will have specific strategic responsibility for **either KS3 or KS4 depending on experience, skills and interests**. They will also have joint responsibility (with the Subject Leader) for curriculum planning, assessment, teaching and learning in English.

The overall purpose of the post is as follows:

- To support the ethos and culture of the school as defined by the Principal
- To be accountable for leading, managing and developing the designated areas within the subject
- To raise standards of student attainment and achievement within the designated subject area
- To monitor, develop and enhance the teaching practice of others within the designated area
- To ensure that all relevant handbooks (for example the Culture and Ethos and Teaching and Learning handbooks) are fully implemented in the department.

Through the core purpose and particular responsibilities, the post-holder will fulfil the criteria for a TLR payment namely:

1. Having impact on educational progress beyond the assigned pupils;
2. Leading, developing and enhancing the teaching practice of others;
3. Having accountability for leading, managing and developing a subject area;

### PRINCIPAL RESPONSIBILITIES AND TASKS

#### *Leadership and Management*

- To work with the Subject Leader to develop a vision and direction for English at Stowupland High School within the context and framework of the School Development Plan;

- To contribute to a Subject Action Plan and to be accountable for standards within the allocated Key Stage;
- To identify own and departmental training needs and liaise with the Subject Leader regarding these;
- To line-manage staff and participate in appraisal arrangements as required;
- To oversee the provision and maintenance of effective resources for learning in the allocated Key Stage – texts, materials, equipment, liaising with the Subject Leader as appropriate;
- To assist the Subject Leader in supporting and monitoring the consistent implementation of whole-school policies, approaches and expectations across the department;
- To assist the Subject Leader in encouraging the health and well-being of all students and staff working in the subject in line with school policies;
- To ensure that appropriate and high quality information is provided for school publications such as prospectuses, option booklets, newsletters etc.

### *Curriculum, Teaching and Learning*

- To liaise with the Subject Leader on time-tabling arrangements and effective staff deployment as required;
- To develop (working with other staff as appropriate) schemes of work relevant to the allocated Key Stage in order to deliver high quality teaching and learning;
- To assist the Subject Leader in monitoring and evaluating learning and teaching in line with whole-school approaches (eg through examination analyses/evaluations; work scrutinies; homework tasks; progress reports; external and internal reports);
- To encourage active and creative approaches to teaching across the department;
- To assist the Subject Leader in supporting all staff to maintain a safe, positive and orderly environment for learning and teaching.

### *Assessment*

- To assist in setting targets for the allocated Key Stage and monitoring progress towards them (using formative and summative assessments);
- To assist the Subject Leader in maintaining and monitoring appropriate records of student progress and achievement;
- To ensure students are fully prepared for examinations, including supporting revision programmes and activities;
- To assist the Subject Leader in ensuring that relevant whole school policies (such as those covering assessment and homework) are implemented;

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	Evidence for selection from:
QUALIFICATIONS	Appropriate Degree Qualified Teacher	Evidence of a range of supportive professional development. Evidence of post-qualification development	Application Form
EXPERIENCE	At least one teaching practice in a comprehensive school	Experience of working with young people in the 11-19 age range	Application Form and Letter
CURRICULUM	Understanding of current curriculum issues. Enthusiasm for the subject. Understanding of the importance of the inter-relationship between all areas of the curriculum in a secondary school. Ability to teach at Key Stage 3 and 4. Knowledge of ICT applications. Willingness to deliver the School's PSHE programme.	Evidence of clear ideas about the delivery of the curriculum to all abilities. Evidence of the production of learning resources. Knowledge of the GCSE syllabus and appropriate 'A' level syllabus. Ability to contribute to extra-curricular activities.	Application Form and Letter, Interview and Reference
MANAGEMENT	Understanding of good classroom management techniques. Ability to be part of a Subject and a Year team	Evidence of effective classroom management strategies. Evidence of being an effective member of a team.	Application Form and Letter, Interview and Reference
PARENTS AND THE COMMUNITY	Understanding the importance of the partnership between parents and Stowupland High School	Evidence of involvement with Community groups and/or parents	Application Form and Letter, Interview
PERSONAL QUALITIES	Ability to develop good relationships. Good communication skills High level of commitment to the School. Ability to work in a team, follow instructions and be self-organising. Record of good attendance	Evidence of good working relations with a range of people Evidence of a willingness to work hard Be able to demonstrate that she/he can work as part of a team and be able to meet deadlines and achieve targets	Application Form and Letter, Interview and Reference