

Job Description

Job Title: Second in Department	Pay Scale: TLR 2b
Normal Place of Work: The Priory City of Academy	Line Manager: Head of Department
Role Summary: To raise achievement at KS3, KS4 and KS5 and support departmental colleagues to further develop their teaching skills.	

Duties and Responsibilities

1. Take an active and supportive part in the leadership and management of the department.
2. Assist in the monitoring of pupil progress by creating and maintaining a database to track the progress of students. In addition, monitor progress through whole Academy systems.
3. Assist in the monitoring of teaching and learning within the department. Provide support and guidance to other teachers of the subject area.
4. Develop and maintain a high profile in the Department.
5. Meet regularly with the Head of Department.
6. Assist the Head of Department with work scrutiny.
7. To develop, monitor and review Schemes of Work.
8. Monitor resources and take responsibility for ordering key items in consultation with the Head of Department.
9. Share resources and good practice within the departmental subject area and develop and lead mini training sessions to share this.
10. Assist with the arrangement of extra-curricular enrichment activities.
11. This list is not exhaustive and you may be required to undertake any additional duties with the general scope of this role as determined by your Line Manager.

KEY RELATIONSHIPS

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none">• Head Teacher, SLT and all Academy staff	To develop team working
<ul style="list-style-type: none">• Internal and external customers• Outside agencies e.g. Universities, examination boards	To continuously promote the Academy values

GENERIC RESPONSIBILITIES

- represent and promote the Trust values internally and externally;
- ensure that the Trust's internal customers receive an excellent experience in all dealings with the organisation;
- deliver day-to-day duties consistently;
- contribute to the annual reviews of the department and Academy Development Plan;
- actively promote and act, at all times, in accordance with Trust policies, e.g. Health and Safety, Equal Opportunities and Safeguarding;
- commit and contribute to improving standards for students;
- contribute to the maintenance of a caring and stimulating environment for students;
- undertake other duties deemed reasonable by the Head Teacher and commensurate with the job level;
- wear academic dress on occasions specified by the Trust; and
- be available for residential duties of up to 4 nights in an academic year; this may include residential trips abroad.

Normal working hours are specified in your contract of employment.

Elements of this job description may be changed following consultation with the Head Teacher.

As all employees are employees of the Trust, there may be a requirement to teach in other Academies within the Trust, subject to negotiation.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

CONTINUAL PROFESSIONAL DEVELOPMENT

Each Academy requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please note that this Job Description should not be read in isolation and needs to be read in conjunction with:

- Contract of Employment
- Current Teachers' Standards Document
- School Teachers' Pay and Conditions Document 2015 and Guidance on Teachers' Pay and Conditions.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/451908/School-teachers_pay-and-conditions-document-2015.pdf
- The Priory Federation of Academies' Pay Policy
- The Burgundy Book
- The Priory Federation of Academies Performance Management Handbook

Person Specification – Second in Department

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Degree in relevant subject area.	✓		AF/Cert
Qualified Teacher Status.	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Recent and relevant experience of teaching English at KS3 and KS4.	✓		AF/IV
Recent and relevant experience of teaching English at KS5.		✓	AF/IV
SKILLS AND ABILITIES			
Ability to set high expectations and promote good progress by students.	✓		AF/IV
Ability to demonstrate good subject and curriculum knowledge.	✓		AF/IV
Excellent oral and communication skills.	✓		AF/IV
Ability to work on own initiative and as part of a team.	✓		AF/IV
Good planning and organisational skills.	✓		AF/IV
Ability to use IT at a level commensurate with job role.	✓		AF/IV
Professional and responsive attitude and behaviour towards colleagues.	✓		AF/IV
Ability to motivate and develop self.	✓		
Excellent oral and communication skills.	✓		

*Key to how skills are assessed:

AF = Skill assessed via application form
 IV = Skill assessed via interview
 AT = Skill assessed via test/work-related task
 R = Skills assessed via References
 Cert = Certificate checked at interview