

# Job Description

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**Job Title:** Second in English

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**Location:** Thetford Academy

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<b>Job title</b>	<b>Second in English</b>
<b>Salary Scale</b>	<b>MPS/UPS + TLR2 for duties as Second in Department</b>
<b>Hours of Work</b>	<b>Full Time</b>
<b>Responsible to</b>	<b>Head of Department</b>
<b>Location</b>	<b>Thetford Academy</b>

#### **Organisational relationships**

- Responsible to the Head of Department.
- Direct liaison with a range of stakeholders including teachers, parents, carers, students, academy committee members and other Inspiration Trust staff.

#### **Principal accountabilities and responsibilities**

<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• To lead on the development of new ways of thinking about the curriculum and teaching and learning to develop student expertise in the subject</li> <li>• To liaise with Trust Standards Leaders</li> <li>• To provide data analysis of the impact of interventions which will be shared with SLT and other stakeholders</li> <li>• To lead on the school's Sparx / alternative platforms, homework strategy</li> <li>• To lead on subject based intervention strategies</li> <li>• To ensure that our high standards are applied consistently across the Academy Team in terms of the: <ul style="list-style-type: none"> <li>○ Smooth day-to-day running of the Academy;</li> <li>○ To ensure all staff are aware of all Academy policies; and</li> <li>○ Implementation of the quality assurance procedures for the department and subject.</li> </ul> </li> <li>• To support strategic development, share good practice and plan and deliver enrichment opportunities beyond the Academy for the benefit of our students.</li> <li>• To present the Academy and its partners positively both within and beyond the Academy.</li> <li>• Effective liaison with the Head of Department to ensure that procedures are undertaken for recording, monitoring, analysing and acting upon a range of data including student attendance, referrals and academic.</li> <li>• In cooperation with the Head of Department to deliver high quality mentoring and coaching to the teachers of the subject regarding learning and teaching, the structure and delivery of the curriculum and care, welfare, guidance and support.</li> <li>• Effective partnership relationships with outside agencies providing support for the subject.</li> <li>• Undertaking any other professional duties, which are reasonably delegated to the post holder the Principal or the Governing Body.</li> </ul>
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<b>Other duties</b>	<ul style="list-style-type: none"> <li>• To undertake all the duties of a teacher in line with the Teachers' Standards and discharge these duties to a very high standard, acting as a role model for the team.</li> <li>• To coach and develop specific staff and deliver whole academy CPD where appropriate.</li> <li>• To play a full part in the life of the academy community and support the ethos, aims and mission statement of the academy and encourage others to follow this example.</li> <li>• To support the academy to promote the <a href="#">Public Sector Equality Duties</a>.</li> <li>• To actively promote the academy and/or trust policies and procedures.</li> <li>• To promote your personal development as agreed with your line manager.</li> <li>• To comply with the academy health and safety policy and requisite practices.</li> <li>• Completing other reasonable tasks as directed by the SLT.</li> </ul>
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## Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In anyway possible, in accordance with the role, support students to achieve their potential
- In anyway possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

## Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

## Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

## Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety. This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to**

the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• First Degree or Equivalent</li> <li>• Qualified Teacher Status</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful subject experience as a teacher and manager in education in a secondary school</li> <li>• Successful involvement in performance management, self-evaluation process and data analysis as an aid in personal and team improvement, development and change</li> <li>• Proven practice in leading, motivating and supporting staff to achieve high standards</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of effective design and implementation of initiatives for raising student attainment and improving the quality of teaching and learning strategies</li> <li>• Successful experience in leading and managing pedagogic changes at department level</li> </ul>
<b>Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>• A proven leader and educational strategist, passionate about teaching and learning</li> <li>• Ability to develop a high quality, academic curriculum that exceeds the needs of its students</li> <li>• Committed to raising standards of achievement through innovative practice</li> <li>• Committed to raising standards of teaching and learning through innovative and collaborative practice.</li> </ul>	

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Signature .....

Date .....