

## JOB DESCRIPTION

<b>Post title</b>	Second in English	<b>Reporting to</b>	Head of English
<b>Location</b>	Thorns Collegiate Academy	<b>Grade</b>	TMS/UPS + TLR 2.3 £8,610
<b>Contract type</b>	Permanent	<b>Hours of work</b>	Full time

### Post Summary

Alongside the Head of Department:

- to be accountable for the learning and achievement of all students following English programmes within the academy.
- to maintain a focus on teaching and learning, engaging with research and training to ensure individual practice is of a high quality
- to provide high quality leadership and management for English education within the academy
- to develop effective partnership working with other staff to secure high levels of student progress.
- to liaise with the 2i/c and Heads of English across Shireland Collegiate Academy Trust to support strategic development, share good practice and plan collaborative activities.
- to develop, plan and deliver effective and high quality learning experiences for all students they teach
- be accountable for the learning and achievement of all students they teach
- to liaise with teaching colleagues across the Academy to support strategic development, share good practice and plan collaborative activities
- safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

### Duties and responsibilities

#### Curriculum Management

To support the management of KS3 including:

- ensuring the quality of Schemes of Work through regular evaluation and development

- monitoring student progress and achievement against target, identifying students who are underachieving and coordinating necessary intervention
- leading on development, implementation and tracking of homework
- leading on use of EPraise
- linking with L4L to ensure the quality of shared knowledge and practice
- linking with the Student Support Service and Change Centre to ensure all students have full access to the curriculum

To support the management of KS4 including:

- organising resources for mock exams and Spoken Language exams
- coordinating intervention
- leading on development, implementation and tracking of homework
- leading on use of EPraise
- linking with the Student Support Service to ensure all students have full access to the curriculum

### **Leadership**

- work collaboratively with the Head of Department to create and implement a department improvement plan in line with academy objectives
- co-ordinate CPD needs and opportunities for department staff relevant to their area of responsibility and evaluate the impact of these improvement activities on the quality of teaching and learning
- induct, support and monitor new staff as agreed with the Head of Department, and act as a mentor to trainee and Early Career teachers
- performance manage identified teachers and members of staff
- contribute to the planning of the deployment of staff expertise to achieve departmental improvement objectives
- support the establishment of partnerships with families to involve them in their child's learning of the subject as well as providing information about the curriculum, attainment, progress and targets.
- ensure collaborative opportunities with other departments and institutions are fully explored and utilised
- set challenging curriculum team targets using all relevant data

## **Management**

- Manage department resources in line with best value principles and with the support of the Head of Department
- Co-ordinate the organisation of Focus Day activities

## **Administration**

- Ensure set lists are updated and managed
- Ensure cover work is set for absent staff.

## **Other**

- to fulfil the general duties of a main scale teacher, including that of a form tutor.

## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

### **Equality and Diversity**

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between

people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

### **Amendments**

This job description may be subject to review and/or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.