



# Bartley Green School

ASPIRATION

ACHIEVEMENT

ACCEPTANCE

RESPECT

RESILIENCE

REWARD

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## JOB DESCRIPTION

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| <b>Post Title:</b>      | <b>SECOND IN HUMANITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Post Holder:</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Purpose:</b>         | <ul style="list-style-type: none"><li>• To support the Head of Department and to deputise when and where appropriate.</li><li>• To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</li><li>• To develop and enhance the teaching practice of others.</li><li>• To monitor and support the overall progress and development of pupils as a manager within the curriculum area and as a Form Tutor.</li></ul> |
| <b>Reporting to:</b>    | Head of Department/Relevant Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Responsible for:</b> | The provision of a full learning experience and support for pupils                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Liaising with:</b>   | Head/Deputies Teaching, relevant non teaching support staff, LA representatives external agencies and parents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Working Time:</b>    | 195 days per year. Full time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Salary/Grade:</b>    | MPR/UPR plus TLR1d                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Disclosure level</b> | Enhanced                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b>Operational/<br/>Strategic Planning</b>                                                              | <ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.</li> <li>• The day-to-day management, control and operation of designated curriculum area provision within the department.</li> <li>• To assist in monitoring and following up pupil progress.</li> <li>• To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.</li> <li>• To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of pupils and to the aims and objectives of the school.</li> <li>• To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the pupils and the aims and objectives of the school.</li> <li>• To support the relevant manager in the application of ICT in the Curriculum area.</li> </ul> |
| <b>Curriculum<br/>Provision:</b>                                                                        | <ul style="list-style-type: none"> <li>• To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Curriculum<br/>Development:</b>                                                                      | <ul style="list-style-type: none"> <li>• To support curriculum development within the whole department with particular emphasis on the relevant curriculum area.</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Head of Department to maintain accreditation with the relevant examination and validating bodies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Staffing</b><br><br><b>Staff Development:</b><br><br><b>Recruitment/<br/>Deployment of<br/>Staff</b> | <ul style="list-style-type: none"> <li>• To work with the Head of Department and Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To ensure the effective efficient deployment of classroom support.</li> <li>• To participate in the school's ITT programme.</li> <li>• To contribute to the Appraisal process and to act as reviewer if required for a group of staff within the designated department are.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <b>Quality Assurance:</b>       | <ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To assist in the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department.</li> <li>• To contribute to the school procedures for lesson observation.</li> <li>• To implement school quality procedures and to ensure adherence to those within the department.</li> <li>• To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required within the relevant curriculum area.</li> </ul> |
| <b>Management Information:</b>  | <ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.</li> <li>• To assist in the use of analysis and evaluation of performance data.</li> <li>• To help to produce reports within the quality assurance cycle.</li> <li>• To assist in the production of reports on examination performance.</li> <li>• To assist in the identification of exam entries within the department.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Communications:</b>          | <ul style="list-style-type: none"> <li>• To help ensure that all members of the department /curriculum area are familiar with its aims and objectives.</li> <li>• To ensure effective communication/ as appropriate with the parents of pupils.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Marketing and Liaison:</b>   | <ul style="list-style-type: none"> <li>• To contribute to the development of effective subject links with partner schools and the community, and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Management of Resources:</b> | <ul style="list-style-type: none"> <li>• To assist the Head of Department to identify resource needs and to contribute to the efficient /effective use of physical resources</li> <li>• To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the pupils.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Pastoral System:</b>         | <ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of pupils within the curriculum area</li> <li>• To help to monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary</li> <li>• To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description</li> <li>• To contribute to PSHE citizenship and enterprise according to the school policy</li> <li>• To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place</li> </ul>                                                                                                                                                                                        |

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| <b>Teaching:</b>                   | <ul style="list-style-type: none"> <li>• To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> <li>• To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of pupils.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for pupils which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to pupils' needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul> |
| <b>Other Specific Duties</b>       | <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To understand and act in accordance with the school's equal opportunities policies.</li> <li>• To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCD not mentioned in the above.</li> <li>• To continue personal development as agreed.</li> <li>• To engage actively in the appraisal process.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Additional Responsibilities</b> | <p>Science focus</p> <ul style="list-style-type: none"> <li>• To support the Curriculum Leader and to deputise when and where appropriate</li> <li>• To lead and manage the development syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies, pupil voice and work reviews</li> </ul> <p>To include:</p> <ul style="list-style-type: none"> <li>• Monitoring and standardisation of assessments</li> <li>• Leading on and demonstration of effective teaching and learning</li> </ul> <p>Assessment focus</p> <ul style="list-style-type: none"> <li>• To lead and develop assessment and moderation across the curriculum closing the gap across the Science department</li> <li>• Ensure that assessment is accurate and informs teaching/intervention. Monitor pupils' work and ensure effective marking strategies across the department</li> <li>• Use data to develop, implement and evaluate intervention to narrow the gap</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with a disability or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

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Job Description issued by  
after consultation

\_\_\_\_\_  
(Signature of Headteacher)

Copy received by

\_\_\_\_\_  
(Signature of Employee)

Date

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