



# WADDESDON

## CHURCH OF ENGLAND SCHOOL

### **Second in Department Generic Job Description**

**TLR Allowance:** TLR 2b (£4,598)

**Non-Contact Allowance:** 9 60-minute periods per fortnight

**The post holder will be directly responsible to the Subject Leader.**

The following summarises the general responsibilities for the role across all subject areas.

The Subject Leader, working with the LMT line manager, will agree the specific details of each Second in Department's role, according to department priorities, within the following framework. LMT line managers, liaising with their Subject Leaders, will ensure similar weights of responsibility for Seconds in Department across the curriculum. The job description includes sufficient flexibility to ensure that through negotiation of specific details it will be possible to ensure a reasonable and equitable workload for all post holders.

#### **1. Strategic Development and Self-Evaluation**

- Working with the Subject Leader, develop programmes of study and schemes of work designed to maximise student achievement and motivation
- Working with the Subject Leader, analyse and interpret school, local and national performance data, research and inspection outcomes to inform policy development, practices, expectations and teaching methods
- Participate in the department's programme of formal self-evaluation according to the whole-school schedule, with the Subject Leader and LMT line manager

#### **2. Student Achievement**

- Support the Subject Leader in ensuring that all students have attainment targets as required by the whole-school target-setting policy
- Support the Subject Leader in ensuring that effective monitoring and tracking of student progress towards their targets is carried out, according to whole-school policy
- Working with the Subject Leader, use data effectively to identify students or groups of students who are underachieving and where appropriate create and implement actions to address the causes of underachievement

- Support the Subject Leader in ensuring that all staff within the department have targets for the achievement of their teaching groups and that effective strategies are in place to support them in meeting these targets
- Report regularly at department meetings on the progress of students and groups of students towards their targets, as requested by the Subject Leader
- Working with the Subject Leader, ensure that information is provided about the subject for the school's website and virtual learning environment as required

### **3. Leading and Managing Teachers and their Teaching**

- Participate in line management and performance management of members of the department as agreed with the Subject Leader
- Support the Subject Leader in the implementation of agreed strategies to raise standards of teaching and learning
- Play a leading role in the moderation of students' work and in implementing strategies to secure consistency and accuracy across the department, as requested by the Subject Leader
- Play a leading role in ensuring that teachers in the department follow school policy

### **4. Resource Management**

- With the Subject Leader, ensure the effective and efficient deployment of teaching and learning resources by teachers within the department
- Advise the Subject Leader on the development of new resources to support teaching and learning in the department

### **5. General**

- Carry out tasks as reasonably requested by the Headteacher
- Actively support agreed school policies and support the Subject Leader in ensuring their effective implementation across the department where relevant