



Second in Department Job Description

As a Second in Department at John Taylor Free School, you have responsibility for high quality teaching and learning, achievement and progress of students in your subject. It is your responsibility to support the Head of Department to lead and co-ordinate curriculum development within this subject area. This job description should be read in conjunction with Teacher's Standards, the criteria for meeting the Upper Pay Scale and the DFE description of Professional Duties of all teachers.

Leadership Responsibilities

This is a middle leader post with both a subject and a whole school responsibility and as such you will support other colleagues across school as appropriate. You will support the Head of Department to:

- Ensure a clear, shared vision for the development of excellent practice in your subject.
- Take overall responsibility for the quality of teaching and learning of your subject.
- Support with the strategic leadership of the developing curriculum in your subject including coherent planning for whole school themes (Literacy, numeracy, STEAM, SMSC, British Values)
- Monitor and evaluate the performance of your subject including:
 - Quality of learning
 - Quality of work produced
 - Behaviour for learning
 - Resources and the budget
 - The learning environment
 - Professional Review linked to micro trials and Professional Learning
 - Student progress and achievement
- Ensure a positive approach to your subject
- To ensure that you make a contribution to school policy making and plans and implementing these.
- To ensure that you make a contribution to cross-curricular, enrichment, revision and other whole school activities to include reading, writing and communication.
- To meet regularly with your critical friend (line manager) to discuss the performance of your subject and to feedback on any issues.

Management Responsibilities

- To monitor and evaluate the effectiveness of policies e.g. on marking and assessment, homework, use of ICT, rewards and sanctions etc., and to ensure that colleagues are implementing such policies consistently.
- To monitor the progress of the subject Improvement Plan, comparing targets against achievement.
- To discuss ideas for improvement with colleagues, based on an analysis of data, and to help them manage their implementation.