

Job Description

Position: Second in Faculty

About the Cabot Learning Federation

The Cabot Learning Federation is a diverse Multi-Academy Trust (MAT) in the South West. We currently sponsor eight secondary academies, nine primary academies, an all through provision, a studio school, a discrete Post 16 provision and an alternative provision which consists of one primary and three secondary phases. CLF is an Equal Opportunity Employer. The trust is proud to serve a diverse student population and their communities. We actively encourage applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. We are proud to be part of a vibrant community and celebrate the richness of cultures, faiths and backgrounds of our students. We aim to develop a curriculum that is responsive to our pupils needs and reflects their diverse interests and backgrounds.

Job Summary

The Second in faculty is responsible for supporting the Head of Faculty in developing and implementing an exciting curriculum, and monitoring and evaluating the quality of teaching leading to improving outcomes.

The post holder will deliver strong lessons modelling excellence to all.

Primary Duties and Responsibilities

Relationships

- Establish and develop effective support relationships with all students, guiding them to ensure they make progress in line with their specific learning objectives.
- Work in partnership with staff, ensuring individual student's learning needs are met, discuss student progress and share strategies and concerns.
- Build effective ongoing relationships with parents/carers keeping them informed of the student's needs, targets and progress.
- Deal with Child Protection disclosures or pastoral concerns sensitively and in line with Safeguarding policy and procedures.
- Responsible for department level sanctions and successful escalation of non-attendance at department level sanctions to whole Academy level sanctions in line with the Academy Behaviour Policy; including successful communication with parents.
- To support the setting of cover when members of the team are absent (where necessary).

People Management

- Promote the inclusion and acceptance of all students within the classroom.
- Assist in the resolution of student disputes in accordance with provision practice.
- Actively review and set appropriate PM targets in line with the Academy's policy of Performance Management. Lead CPD developments for the whole team or part of the team.
- Run parts of curriculum team meetings which have strategic agendas with standing items, (schemes of work, student progress, moderation, sharing of pedagogy) and are minuted.
- Ensure that the Academy aims and objectives in relation to the curriculum, equal opportunities and behaviour are promoted in every lesson.

Resource Management

- Deliver a high quality of engaging curriculum.
- Produce bespoke resources and study materials for use in lessons and other intervention groups.
- Highlight and recommend resources that could be utilised to support specific students and their learning.
- Support the Head of Faculty closely in curriculum and assessment development, in line with the CLF curriculum. To plan and evaluate assessment materials in line with this expectation.
- Responsible for reviewing schemes of work/programmes of study to ensure that they offer challenge to all abilities across all year groups and also supports students with SEN, EAL. To identify key skills to develop

throughout the curriculum. To support the aspects that provide evidence of progress over time such as quality of teaching, learning and feedback.

- Use data from assessments to inform the planning of lessons, medium term plans and assessment opportunities and effective revision sessions or intervention lessons.

Decision Making

- Liaise with teachers regarding learning needs for specific students, decide on appropriate strategies and discuss differentiation to allow individuals to fully access lessons.
- Identify students across Years 7 -11 that are not making good progress; identifying issues that contribute to this, putting the appropriate intervention in place and suggesting curriculum revisions to cater for all students.
- Ensure Academy reports are analysed to check progress over time and that each member of the department completes an analysis of his/hers teaching groups, using SISRA and internal data. Action plans drawn up for underperforming classes. Take an active role with raising achievement strategies.

Work Demands

- Be flexible to meet the needs of students, able to multi-task and adapt to ad-hoc changes and situations as they arise.
- Ability to be patient, show empathy and remain calm under pressure.
- Undertake other duties as required by the Principal and Head of Faculty.
- Promote good pupil behaviour, deal promptly with conflict and incidents in line with Academy policy.

Accountability

You are accountable to, and will report to the Principal as appropriate. You are expected to set the highest personal standards of performance for yourself, and with the support of your line manager, you are responsible for ensuring your own learning and development by way of work-based and /or other methods of study. Success will be measured through: Performance achievement of individual targets within the annual Appraisal process.

General notes

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so. Your role will play a significant part in the monitoring of highlighted students as part of the safeguarding process. An enhanced DBS disclosure is required by all staff. This role involves working with children on a daily basis and is therefore in regulated activity. Details of our Child Protection & Safeguarding Policy can be found here > <https://clf.uk/governance/policies/>

General Expectations

Behaviour Expectations

- Maintain **High expectations** in all we do, ambitious for ourselves, our communities, and our environment.
- Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
- Champion the success and life chances of **All children**.
- Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.
- Harness our **Togetherness** to achieve more, collaborating proactively in the seamless unity.

Expectations of Jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual as well as individual academy policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.

- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Signed:

Name:

Date: