



Teacher of English & Second in Department

Job Description

Job Title: Second in Charge of English

Contract Length: Permanent

Salary: MPS – UPS & TLR 2A

Accountable to: Head of English

About the role

The English department is a key curriculum area within the school. We are determined that our pupils are taught by individuals who are committed to their academic progress and ensure none fall behind. We follow a knowledge rich curriculum that has clear links to other curriculum areas within the school and we truly believe in instilling a love of lifelong learning in our students.

The core purposes of this post are to ensure the quality of learning experiences for pupils in English are of the highest standard in order for pupils to progress at rates which are above expectations for them and to continue to strengthen the profile of literacy with the whole school community. We believe in a research informed approach and the successful candidate will promote this through their work with both the English department and the whole school literacy.

The successful candidate will support the Head of English with the overall leadership of English across Key Stage 3 and Key Stage 4 and contribute to the continuing development of the English curriculum. There will be the opportunity to develop strong leadership skills. The role also offers the exciting opportunity to work at a whole school level with literacy.

The successful candidate will promote a love of English across the full range of students at the school, supporting them to be lifelong learners who are resilient and committed to their studies. The core purpose of the Second in Department in English post is to contribute to the continuing development of the English curriculum and to the overall development of the department, supporting the Head of English and deputising for them as required.

Key responsibilities of the role

- Support the Head of English in developing all aspects of the English curriculum
- To lead whole school literacy
- Support the Head of English in securing the quality of teaching in the department across all key stages
- Ensure assessment in English is consistent and accurate
- Liaise with the feeder primary schools to ensure that progress continues as pupils move from key stage 2 to key stage 3
- Provide high quality leadership of your areas of responsibility of the department
- Support leaders within the school by adhering to the professional standards expected of a middle leader
- Generate an enthusiasm around the subject that results in English continuing a high profile within school



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- To actively contribute to the teaching of English across all age and ability ranges
- To remain informed of current developments in whole school pedagogy and developments within the subject area through social media platforms and up to date educational research
- To lead the devising of innovative and challenging schemes of work
- To consistently plan and deliver high quality lessons
- To ensure that students' work is marked regularly and conscientiously, in accordance with the department's marking policy
- To use marking and feedforward to help all students progress
- To provide appropriate and effective intervention as required
- To uphold high expectations of behaviour and attitude to learning with all students
- To complete any ordering of materials and resources for the department
- Oversee any cover work required for staff absence
- To raise the profile of English by engaging with national days (such as World Poetry Day) and relevant, worthwhile competitions

General

- Promote equal opportunities and inclusion, addressing immediately should this fall short.
- Promote the school's ethos and values.
- Promote the school's commitment to the continued professional development of all staff.
- Undertake any duties as may reasonably be required by the Head teacher of Leadership team.
- Work within the school's framework with regard to Health and Safety.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Report any Safeguarding concerns in accordance with the school's policy.