Sewell Park Academy

Job description	
Job Title	Second in Department (English)
TLR	2a
Responsible to:	Head of Department / Leadership link

This job description sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, but does not direct the particular amount of time to be spent carrying them out. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Purpose of Role

To provide support for the Head of Department within Teaching and Learning and the development of the department curriculum. The role provides career development opportunities.

Organisational Relationship

Responsible to the Head of Department.

TLR Point

TLR2a which equates to £2873fte per annum.

Job purpose and Main duties

In addition to the duties referred to in the School Teachers Pay & Conditions part 10 and the professional standards for teachers, there is a requirement to undertake the following responsibilities.

The Second in Department will be the lead person for a specific area within the department (for example, Key Stage 3, Literature etc), working with the Head of Department, but will also contribute to the continued development of teaching throughout the age range.

1. Development and maintenance of schemes of learning and work with the Head of Department to develop whole school curriculum areas.

2. Support for the organisation and continued development of assessment within the department including the tracking of pupil progress against their individual targets.

3. Organisation and coordination of examinations in appropriate years, together with the production and distribution of marking schemes.

4. Contribute to the electronic resources shared on the school intranet and Google Classroom taking an active role in maintaining such areas in order to maximise accessibility by both staff and pupils.

5. Deputise for the Head of Department in the event of absence or where responsibilities are, by agreement, delegated.

6. Assist in the organisation of work for absent colleagues.

7. Work with feeder primaries to develop and deliver a transition programme across year groups.

8. Develop whole school coordination of literacy through working with the Assistant Headteacher responsible for Teaching and Learning

9. To engage with appropriate training opportunities to promote professional effectiveness in this role.

10. Take on specific reasonable tasks related to the day to day administration and organisation of the school and any additional responsibilities which might from time to time be needed as required by the Headteacher.

Performance Management

All employees will participate in the School's arrangements for performance management, professional development and any other arrangements for quality assurance and internal verification

Context

All staff are part of a whole School team. Each individual is required to support the values and ethos of the School and the priorities as defined in the School Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Sewell Park Academy is committed to safeguarding and promoting the welfare of Students and expects all staff and volunteers to share this commitment.