

ROBERTSBRIDGE COMMUNITY COLLEGE

JOB DESCRIPTION

POST: Second in Department

RESPONSIBLE TO: Subject Leader

JOB PURPOSE:

In addition to the requirements of a class teacher and any other agreed responsibilities.

To assist the Subject Leader in implementing their vision and curriculum intent for the subject.

Areas of responsibility and key tasks:

- To agree and support the achievement of pupil progress within the department to make a measurable contribution to whole school progress.
- To support, facilitate and monitor the progress of the department development plans to ensure they make a significant contribution to the overall development of the College.
- To provide regular feedback for team members in a way which recognises good practice and supports their progress against Teachers' Standards resulting in a tangible impact on student learning across the subject.
- To take responsibility for the development and implementation of aspects of the curriculum (e.g., for a specific key stage).
- To participate and lead departmental quality assurance processes.
- To support and assist team members to ensure they understand and are actively implementing the key aspects of the school's policies.
- To provide regular progress updates to the Subject Leader to ensure they are fully aware of all successes, issues and concerns in the department.
- To act as mentor for trainees within the department.
- Support the Early Careers Framework (ECF) for Early Careers Teachers (ECTs) within the department.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the College's Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document (STPCD), the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with Annex 1 – Teachers' Standards (England) contained within the STPCD.

This job description may be amended at any time following discussion between the Headteacher and member of staff, to be reviewed annually.

Signed: (Postholder) Date:

Signed:(Headteacher) Date: