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| **Post title:** | Second in charge of Subject |
| **Salary and Conditions:** | TLR 2a |
| **Responsible to:** | Director of Subject |
| **Generic Job Description applicable:** | Teacher  |

**Job Description**

***Core Priority***

***Improve learning and teaching to optimise student outcomes***

**Specific areas of responsibility for this post:**

To support the Director of Subject in delivery of the priorities:

1. Provide leadership of assigned subject area in order to ensure the excellent progression and achievement of students within the school.
2. Promote a culture of excellence and high expectations for student achievement within the curriculum area
3. Raise standards of student attainment and achievement within the curriculum area
4. Analyse impact of attitudes to learning on achievement
5. Analyse data on student progress, achievement and attainment and work with Directors of Progress to plan intervention and strategic action as required
6. Be accountable for student progress and development within the curriculum area
7. Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying the subject
8. Actively monitor and respond to curriculum development and initiatives
9. Be responsible for the efficient and effective deployment of support staff assigned to the department to maximize student progress
10. Undertake Performance Management reviews in accordance with the school policy
11. Make appropriate arrangements for when staff are absent and ensuring that student learning is not disrupted
12. Ensure continuity of the learning experience and progress for students educated in other parts of the academy
13. Liaise with the Lead Learning Advisor to promote positive attitudes to learning
14. Meet with students, parents and other adults as necessary where there are significant concerns about learning and progress
15. Ensure that students are rewarded well and academic success is celebrated
16. Plan, evaluate and implement subject improvement plans.
17. Rigorously monitor standards of the teaching team
18. Develop and enhance the teaching practice of others
19. Lead team meetings to discuss the implementation of policy and plans.
20. Effectively manage and deploy teaching and support staff, financial and physical resources within the department to maximize student progress and personal growth
21. Ensure that Health and Safety policies and practices, including Risk Assessments are in line with school and national guidelines and updated as necessary.
22. Attend meetings and Report to SLT, the Headteacher and stakeholders as required

To undertake any other duty as reasonably directed by the Headteacher not outlined in the above.