



## ST. HILD'S CHURCH OF ENGLAND SCHOOL

### Second in Department

#### Job Description

*At St. Hild's we aim to serve our community by providing high quality education in a Christian context. We are a comprehensive school guaranteeing equal opportunities, a responsive curriculum and a supportive community. We expect to find God at work in our school.*

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To contribute to the distinctive nature of our church school ethos and culture.</li> <li>To support the Subject Leader and to deputise when and where appropriate.</li> <li>To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the auricular policies determined by the Governing Body and Headteacher of the school.</li> <li>To lead and develop the curriculum in the department.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To monitor and support the overall progress and development of students as a manager within the department and as a Form Tutor.</li> </ul>
<b>Reporting to:</b>	Subject Leader or other relevant leader.
<b>Responsible for:</b>	The provision of a full learning experience and support for students and staff
<b>Liaising with:</b>	Headteacher/Deputy/Assistant Heads Teaching/support staff LA and Diocesan representatives External agencies Parents
<b>Working Time:</b>	195 days per year. Full time.
<b>TLR Level:</b>	
<b>Disclosure Level:</b>	Enhanced
<b>Operational/Strategic Planning:</b>	<ul style="list-style-type: none"> <li>To support the Subject Leader in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.</li> <li>To assist in monitoring and following up student progress.</li> <li>To assist in the implementation of school Policies and Procedures such as Equal Opportunities, Health and Safety etc.</li> <li>To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.</li> <li>To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.</li> <li>To support the relevant manager in the application of ICT in the department.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>To liaise with the Subject Leader to ensure the delivery of an appropriate, comprehensive high quality and cost-effective curriculum programme which complements the school's strategic objectives.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>To support curriculum development within the whole department.</li> <li>To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>To liaise with the Subject Leader to maintain accreditation with the relevant examination and validating bodies</li> </ul>
<b>Staff Development:</b>	<ul style="list-style-type: none"> <li>To work with the Subject Leader/Assistant Head to ensure that staff</li> </ul>

	<p>development needs are identified and that appropriate programmes are designed to meet such needs.</p> <ul style="list-style-type: none"> <li>• To contribute to Personal Development Review and to act as reviewer for a group of staff within the department.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To ensure the effective efficient deployment of classroom support.</li> <li>• To participate in the school's ITT programme.</li> </ul>
<b>Recruitment/Deployment of Staff:</b>	<ul style="list-style-type: none"> <li>• To participate in the induction of new staff in line with School procedures.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To assist in the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.</li> <li>• To contribute to the school procedures for lesson observation.</li> <li>• To implement school quality procedures and to ensure adherence to those with the department.</li> <li>• To participate in the monitoring and evaluation of the department in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required within the relevant curriculum area.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information on the management information system.</li> <li>• To assist in the use of analysis and evaluation of performance data.</li> <li>• To help to produce reports within the quality assurance cycle.</li> <li>• To assist in the production of reports on examination performance, including the use of value-added data.</li> <li>• To assist in the of identification exam entries within the department.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To help ensure that all members of the department are familiar with its aims and objectives.</li> <li>• To ensure effective communication/ as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the school liaison and marketing activities, eg, the collection of material for press releases.</li> <li>• To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To assist the Subject Leader to identify resource needs and to contribute to the efficient effective use of physical resources</li> <li>• To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the department.</li> <li>• To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.</li> </ul>

	<ul style="list-style-type: none"> <li>• To contribute to PSHCE, citizenship and enterprise according to the school policy.</li> <li>• To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To adhere to the professional standards for teachers.</li> <li>• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching / learning experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support our distinctive Christian mission and ethos and to encourage staff and students to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul>
<b>Notes/Comments:</b>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>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. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
	<p>This job description is current at the date shown, but, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary and job title.</p>