**Job Description**

Post title: Second in English Department

Grade: MPS 1-6 / UPS 1-3 and TLR2b (£5,350)

Reports to: Head of Department

**Job Purpose**

* To assist the Head of Department in the provide professional leadership and management for the English department.
* To assist the Head of Department in the organisation and direction of the teaching of English.
* To provide a high-quality educational experience for all students to raise the levels of attainment and achievement.

**Job Purpose**

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
* To monitor and support the overall progress and development of students as a teacher/ Form Tutor
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* To contribute to raising standards of student attainment
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.

**Main Duties and Responsibilities**

Operational/ Strategic Planning

* To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
* To contribute to the Curriculum Area and department’s development plan and its implementation.
* To plan and prepare courses and lessons.
* To contribute to the whole school’s planning activities.

Curriculum Provision

* To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school’s strategic objectives.

Curriculum Development

* To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s Mission and Strategic Objectives.

**Staffing**

Staff Development: Recruitment/ Deployment of Staff

* To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
* To continue personal development in the relevant areas including subject knowledge and teaching methods.
* To engage actively in the Performance Management Review process.
* To ensure the effective/efficient deployment of classroom support
* To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

* To help to implement school quality procedures and to adhere to those.
* To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required.
* To review from time to time methods of teaching and programmes of work.
* To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

* To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
* To complete the relevant documentation to assist in the tracking of students.
* To track student progress and use information to inform teaching and learning.

Communications

* To communicate effectively with the parents of students as appropriate.
* Where appropriate, to communicate and co-operate with persons or bodies outside the school.
* To follow agreed policies for communications in the school.

Marketing and Liaison

* To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
* To contribute to the development of effective subject links with external agencies.

Management of Resources

* To contribute to the process of the ordering and allocation of equipment and materials.
* To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
* To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

Pastoral System

* To be a Form Tutor to an assigned group of students.
* To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
* To liaise with a Pastoral Team to ensure the implementation of the school’s Pastoral System.
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
* To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
* To recognise and celebrate student achievement.
* To recommend the appropriate support and intervention to ensure that each student reaches their full potential and to review and amend these plans as required.
* To contribute to the preparation of Action Plans and progress files and other reports.
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
* To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
* To contribute to PSHE and citizenship and enterprise according to school policy
* To apply the Behaviour management systems so that effective learning can take place.

Teaching

* 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.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for students which meets internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
* 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.
* To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required.

**Additional Information**

Other Specific Duties

* To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage staff and students to follow this example.
* To support the school in meeting its requirements for worship.
* To promote actively the school’s corporate policies.
* To continue personal development as agreed.
* To comply with the school’s Health and safety policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by STPCB not mentioned in the above.
* To undertake any reasonable request by the Head Teacher.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**April 2024**

**Person Specification**

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| **Factors** | **Essential** | | **Desirable** | |
| **Qualifications & Training** | E1  E2  E3 | Qualified Teaching Status  Degree in a relevant subject  Evidence of recent continuing professional development |  |  |
| **Experience & Skills** | E4  E5  E6  E7  E8  E9  E10  E11 | Ability to teach English to KS3 & KS4 to a high standard  Can demonstrate significant contribution to current department’s overall performance  Has led on whole school projects  Ability to engage, enthuse and motivate students  Can demonstrate excellent progress and attainment within subject area  Understand clearly data tracking for students, development, planning and implementation  Good ICT Skills with the ability to enhance the teaching and learning process  Strategies for strengthening a school’s link with the wider community including parents, carers and parish | D1 | Ability to teach English to KS5 |
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| **Personal Attributes** | E11  E12  E13 | High professional and personal standards in both work and conduct  Able to build and maintain effective relationships with others, and to develop effective teamwork  Supports the ethos and values of the School and Trust |  |  |
| **Special Requirements** | E14  E15  E16  E17  E18 | A commitment to safeguard the welfare of children  Compliance with data protection principles  Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies  Compliance with health and safety policies, rules and regulations  To uphold the Catholic ethos of our schools |  |  |

**April 2024**