

Second in charge of English TLR 2C

NAME OF TEACHER:

TEACHING ALLOCATION: 18 Teaching periods; 2 Leadership & Management; 5 Preparation, Planning & Assessment

REPORTING TO: Head of Department

RESPONSIBLE FOR

- KS3 or 4 English within English including curriculum development and pupil progress
- Teaching English classes and other subject classes as allocated by the Leadership Team

PURPOSE OF THE JOB

- To provide leadership and management for KS3 or 4 English to secure excellent teaching so all pupils achieve their potential within an atmosphere in which students feel challenged, valued and secure.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

DUTIES

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

PARTICULAR DUTIES

Under the overall direction of the Headteacher

- Teach English, including planning, setting homework, marking and assessment in line with school policies.
- Be a form tutor and take responsibility for the progress, welfare and guidance of a form group of pupils. Monitor attendance in your tutor group and ensure that absence notes are returned
- Ensure that excellent teaching and learning takes place in all allocated classes
- Mark, assess, record and report on student achievement and maintain records as required.
- Maintain accurate records and use assessment data to monitor progress, targets and take action (e.g. SEN, Gifted & Talented)
- Contribute to the development of Schemes of Work, School and Department/whole school policies as requested.
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies.
- Monitor targets for students on report
- Undertake specific duties as agreed with your line manager
- Attend and contribute to meetings and professional development activities
- Contribute to the school's extra-curricular programme
- Meet deadlines for reporting, marking, submission of coursework and other assignments

- Prepare students for examinations and take part in standardisation or moderating exercises as required by examination boards
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence
- Follow School Policy and support the Leadership Team in the effective operation of the school

KEY FUNCTIONS (AS SECOND IN CHARGE: KS3 or 4 English)

1. Impact on educational progress beyond your assigned pupils

- Monitor behaviour in KS3 or 4 English and place pupils on subject report in line with the Behaviour Policy
- Monitor planning, record keeping, marking, teaching progress, homework and assessment
- Have a central record of assessment data
- Lead, coordinate and monitor the KS3 or 4 English aspects of the Department Development Plan
- Organise events that raise the profile of KS3 or 4 English

2. Lead, develop and enhance the teaching practice of others

- Develop KS3 or 4 English Schemes of Work that all subject teachers contribute to and use.
- Observe English subject teachers each term. Coordinate peer observations
- Mentor and support colleagues (including NQTs, ITTs, OTTs, GTPs).
- Encourage their professional development
- Use meetings to share good practice, moderate and cascade training
- Offer INSET to the Team and across the school in an area of expertise
- Establish a network with local Primary and Secondary schools
- Line manage one or two colleagues who teach KS3 or 4 English

3. Have accountability for leading, managing and developing a subject. Keep abreast of subject developments.

- Prepare for English meetings, leading aspects relating to KS3 or 4 English –identify the purpose, circulate an agenda and minutes
- Review Schemes of Work annually
- Use student targets to set targets for teachers of examination classes
- Following each reporting cycle, review assessment data and coordinate follow up across the subject
- Participate in recruitment and appointment of English teachers
- Deputise for the Head of English as required.

4. Line management for a significant number of people

N/a