

## **SECOND IN CHARGE OF ENGLISH TLR 2C**

**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, Most Able).
- 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

**PERSON SPECIFICATION  
SECOND IN CHARGE OF DEPARTMENT**

**QUALIFICATIONS**

- Good degree and teaching qualifications

**EXPERIENCE**

- Relevant and successful teaching experience
- Evidence of a willingness to develop new skills
- Evidence of curriculum development and innovation

**PROFESSIONAL SKILLS**

- Ability to support the head of department, providing vision and direction for the department
- High standard of teaching skills and excellent classroom practice
- Excellent oral and written communication skills
- Ability to function as a leader as well as a member of a team
- Ability to review, monitor and evaluate work
- Ability to perform effectively in a variety of situations
- Ability to recognise and respond to the needs of students of different attainment levels
- Ability to keep efficient records
- Ability to use ICT effectively

**ESSENTIAL COMPETENCIES**

- A professional knowledge of National Curriculum at Key Stages 3 and 4 and relevant examination and test regimes
- Wide experience and knowledge of recording, reporting and assessment
- Ability to initiate and implement and develop opportunities to maximise student achievement
- Ability to support the organisation of a department
- A professional understanding of child protection matters and what constitutes a safe school culture.

**GENERAL**

Commitment to the promotion of equality of opportunity  
Evidence of a high standard of attendance & punctuality