**JOB DESCRIPTION**

**Job Title:** Second in Department – English

**Grade/Scale:**      TLR 2B (currently £4,531 p.a.)

**Main Purpose**

* To safeguard and promote the welfare of every child in the school.
* To support the school in its commitment to the provision of equal opportunities for all pupils regardless of race, gender, disability or social background.
* To support the HOD in establishing a positive learning environment and effective, co-operative working relationships between staff, students and parents.
* To show passion and enthusiasm for English and promote a high quality learning experience in lessons, homework and extra-curricular activities which will help to raise achievement for all students.
* To support the vision, ethos and policies of our School.
* To ensure that students are engaged, working hard and making good progress.

**Accountable to:**  Head of Department

**Accountable for:**  Shared responsibility for the department team

**Main Duties**

Seconds of Department have a joint responsibility with HODs for ensuring that every child achieves their potential and that individual needs are met in their curriculum area. She/he is also a leading professional in the  department and she/he supports, encourages and challenges departmental colleagues to offer the best possible learning opportunities to all students. She/he will assist the HOD  by agreement in carrying out some of the following duties and responsibilities.

**Curriculum**

* Support the HOD in writing, developing and revising a Trivium curriculum.
* support the HOD in the writing, developing and analysis of summative assessemnts.
* To take a lead on Departmental data.

**Strategic leadership and development**

* Support the vision, ethos and policies of the school and promote high levels of achievement.
* Monitor, evaluate and review the performance of the department and support the development of good practice.
* Lead and support staff in achieving school and departmental priorities and targets and delegate responsibilities for appropriate aspects of the work.
* Ensure that parents are well-informed about the curriculum and skills for learning, as well as about students' individual progress and achievement.
* Ensure that the Headteacher, governors and line managers are well-informed about policies, plans and priorities for the department, its success in meeting objectives and plans for future development.

**Teaching and Learning**

* Lead staff in the department in developing a stimulating and challenging learning environment in which students are safe, engaged, motivated and able to learn effectively.
* Lead staff in the department in developing teaching and learning to allow each student to fulfil their potential.
* Monitor, evaluate and review the quality of lessons, homework and related activities in the department and their impact on student progress and achievement, including the analysis of performance data.
* Ensure that the curriculum and classroom practice within the department not only encourage a lively andenthusiastic approach to the subject but also promote key learning skills, equal opportunities, compassion for others, mutual tolerance and understanding.
* Lead assessment procedure and practices within the department which promote higher achievement and involve the students in their own learning.

**Leading and Managing staff**

* Maintain good order and harmonious working relationships between staff and students, promoting emotional intelligence and mutual respect and trust.
* Support the continual professional development of staff through our Triad programme.
* Lead training and development activities within the department and be aware of the latest trends and research in the subject area.

**Administration**

* Ensure that the department is well-organised and that day-to-day administration is effective and supportive of colleagues and students.
* Ensure that staff and student timetables, schemes of work, assessment, monitoring and all other administrative procedures contribute to effective learning and an appropriate work-life balance for staff (including self!).

**In addition to the above, to carry out any other  reasonable and appropriate duties as designated by the Headteacher.**

**Entitlement**

The Headteacher and governing body are fully committed to ensuring the professional effectiveness of the teacher in this role through:

* the provision of leadership and management time
* the provision of professional development opportunities
* supportive and pro-active line management by the leadership team.

Job description prepared and agreed: February 2019