

Post Title:	Second in Department - English
Job Purpose:	In addition to the requirements of a class teacher: <ul style="list-style-type: none"> To assist the Head of Department in managing, developing and leading the English Department to ensure the highest possible standards of academic excellence for all students
Reporting to:	Head of English
Responsible for:	Designated teaching staff and other relevant personnel within the Department
Working Time:	195 days per year. Full time
Salary/Grade:	TLR2b
MAIN (CORE) DUTIES:	<i>The job description below will be developed to suit the skills of the successful candidate</i>

Other Specific Duties:

1. To co-lead and manage with the Head of Department the provision of an appropriately broad, balanced, relevant and differentiated curriculum for targeted pupils in accordance with the aims of policies of the school.
2. To co-lead and manage with the Head of Department the development and enrichment of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
3. To lead and manage the raising of standards of student attainment and achievement and to monitor, track and support student progress in relation to individual targets and ensure appropriate action is taken where necessary.
4. To lead and manage colleagues to implement appropriate and effective intervention strategies to ensure that the vast majority of all pupils within optimise their performance.
5. To lead and manage colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students.
6. To lead and manage the maintenance of accurate and up-to-date departmental data on the management information system and to produce reports and analysis on a range of activities as required by the Head of Department.
7. To co-lead and manage colleagues through the implementation of all aspects of target setting, tracking and assessment.
8. To co-lead and manage with the Head of Department the effective communication/consultation as appropriate with the parents of students, other staff and relevant external bodies for intervention.
9. To support the management of the Department on a day-to-day basis and act as a positive role model, to promote teamwork and ensure effective working relationships.
10. To co-lead and management with the Head of Department, the Department's quality control systems including setting targets, standardising and establishing common standards of practice in line with the departments' plans and policies.
11. To keep up to date with national developments, teaching practice and methodology and to lead and manage the Department in responding to initiatives and developments.
12. To actively seek to improve standards of teaching and learning for progress within the Department.
13. To actively seek to implement the graduated response model for supporting pupils in this subject area.
14. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
15. To undertake any other duty as specified by STPCB not mentioned in the above
16. 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.

17. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Schools' Health and Safety Manager
18. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
19. 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.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

Longfield Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to a satisfactory enhanced DBS check.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake and has been compiled with reference to the Teachers' Standards. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing with the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.

Please note that a copy of the School's Pay Policy is available on the school website.



PERSON SPECIFICATION

SECOND IN DEPARTMENT - ENGLISH

By the time of appointment to this post, essential criteria listed below will have been fulfilled:

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
QUALIFICATIONS. EDUCATION AND TRAINING	E1	Graduate in relevant subject with Qualified Teacher Status	AF/C	D1	Working towards further Professional Qualifications	AF/S
	E2	Well-structured supporting letter indicating beliefs, understanding of important educational issues and styles of management	A	D2	Honours Degree	A/C
				D3	Evidence of active interest in staff development through appraisal and school improvement planning	A/S
	E3	Commitment to and track record of CPD relevant to subject area	A/S			
EXPERIENCE & KNOWLEDGE	E4	Good classroom practitioner at KS3 & 4	AF/S/R	D4	Experience of a management role	AF/S/R
	E5	Up to date, excellent knowledge in subject, national and local policy, pedagogy, and classroom practice	AF/S/R	D5	Experience of the successful management of change	AF/S/R
	E6	Track record of embracing innovation	AF/S/R	D6	Experience of monitoring and evaluating staff and pupil performance	AF/S/R
	E7	Understanding of assessment techniques and the ability to plan these into SOW's	AF/S/R	D7	Experience of planning the development of KS3 and KS4 SOW and accreditation opportunities	AF/S/R

	E8	Understanding of competency-based curriculums in-line with assessment techniques and the ability to develop them	AF/S/R			
	E9	Experience in planning assessment strategies in line with desired outcomes	AF/S/R			
	E10	A knowledge of current health and safety issues	AF/S			
ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
SKILLS	E11	Ability to communicate effectively in a variety of situations with a range of audiences	AF/S/R	D8	Ability to coach/mentor, support and challenge staff and pupils	AF/S/R
	E12	Ability to work effectively in a wide range of partnerships to achieve school improvement	AF/S/R	D9	Evidence of being able to build and sustain effective working relationships with staff, Governors, parents and the wider community	AF/S/R
	E13	Ability to use ICT effectively in the classroom and to support learning	AF/S/R	D10	Commitment to take account of current health and safety issues in long-term planning or courses, identifying areas of risk	AF/S/R
	E14	Ability or commitment to develop the use of new technology to a high level	AF/S/R	D11	Ability to lead and manage staff with a range of dispositions	AF/S/R
	E15	Commitment to raising standards and achieving the highest standards of achievement for young people	AF/S/R			
PERSONAL ATTRIBUTES	E16	Ability to work independently and make a positive contribution as part of a team	AF/S/R			

	E17	Commitment to own professional development and willingness to undertake training	AF/S/R			
	E18	Ability to demonstrate enthusiasm and sensitivity while working with others.	S/R			
	E19	A high level of effectiveness including organisational and communication skills	S/R			
	E20	Ability to act as a positive role model and demonstrate high personal standards	S/R			
	E21	Commitment to safeguarding pupils and suitability to work with young people	S/R/D			
	E22	Self-motivated and enthusiastic	S/R			
	E23	Willingness to engage in the Appraisal process	S/R			
	E24	Flexible and positive approach to tasks	AF/S/R			
	E25	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	S			
	E26	A commitment to enhancing life chances of all pupils	S			
	E27	Ability to form and maintain appropriate relationships and personal boundaries with children	S			
	E28	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	S			

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Key – Stage identified	
AF	Application Form
C	Certificates
S	Selection process including Interview and Teaching exercise
E	Employment references
D	DBS Disclosure

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references.