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## Job Description for Second in Department; English

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**Responsible to:** Head of Department

**Based at:** Dinnington High School

**Paid on:** School Teacher pay scale and TLR 2B

### OVERALL PURPOSE OF THE POST

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In the role of Second in Department you will:

- play an active role in the co-leading of English to ensure outstanding outcomes for students in all areas of teaching and learning, curriculum provision, standard of attainment and behaviour and safety within the curriculum area
- work collaboratively with the Head of Department to provide a vision for developing English across the curriculum
- provide and showcase highly engaging, relevant and innovative learning opportunities at all key stages to ensure students make exceptional progress in English and are provided with the key skills they need to be successful in both the academy and their future lives
- demonstrate outstanding teaching and learning through your own practice and through the leadership of others
- carry out the professional duties of a teacher as circumstances may require and in accordance with academy and Trust policies

### MAIN DUTIES

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#### Duties and Responsibilities

- To promote and be committed to the school's aims and objectives
- To maintain and contribute to the development of strategies on English
- To promote and be committed to securing high expectations for learning and the raising of achievement within the school
- To effectively teach National and school curriculum
- To set appropriate homework
- To mark work, assess, record and report on student progress
- To provide a stimulating learning environment
- To have due regard for maintaining health and safety and security in the area of use
- To contribute to department and school enrichment programmes
- To assist with the effective operation of subject teams by, individually and with others;
  - Developing schemes of work, resources, teaching and learning strategies
  - Contributing to review, monitoring and evaluation and the development of working practices
  - Participating in working groups and projects
  - Taking part in other professional development activities

#### To work with the English department to improve attainment, classroom practice and professional development

- Leading the English team as a model of outstanding teaching

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*All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

- Raising student aspirations at all levels
- Raising attainment across the department through leading improvements in teaching and learning

#### To work with other teachers on classroom organisation and teaching methods/providing model lessons

- Leading continuing professional development activities
- Holding workshops on classroom management, differentiation, pace and challenge, co-coaching
- Matching teaching approaches to student learning styles
- Demonstrating model lessons
- Team teaching
- Developing strategies with colleagues to use with students experiencing difficulties
- Keeping abreast of the new teaching and learning strategies

#### Disseminating best practice based on educational research

- Identifying educational research to enhance existing practices
- Developing action planning based on the needs of the department

#### Producing high quality teaching materials

- Updating existing and create new schemes of work and supporting their introduction
- Leading the introduction of new technologies, such as video conferencing, white board technology, the internet and the school learning platform
- Sharing good practice with members of staff

#### Advising on professional development

- Designing and delivering professional development activities
- Participating in the planning and delivery of focused professional learning days

#### Helping teachers experiencing difficulties

- Observing and feeding back on the teaching of colleagues experiencing difficulties
- Providing a structure programme of advice and support
- Giving constructive feedback

#### Initial Teacher Training

- Providing exemplar lessons for trainee teachers
- Contributing to the assessment of students' teaching practice
- Participating in the training of teachers within teacher training institutions
- Acting as mentor to trainee teachers

#### Intervention

- Providing workshops/sessions for identified students
- Providing targeted support for disaffected or more able students
- Supporting strategies to help particular groups such as underachieving boys

#### Other

- You will be committed to the safeguarding and wellbeing of children and young people.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.

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This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the school/Trust, and only after consultation with you.

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*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• At least 3 years' teaching experience.</li> <li>• An outstanding practitioner.</li> <li>• Use of systems for monitoring student progress.</li> <li>• Experience in teaching the subject.</li> <li>• Proven track record of student outcomes above national averages.</li> <li>• Experience of subject/ whole school leadership.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching across the ability and age range.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS).</li> <li>• Degree or equivalent in subject or related subject.</li> <li>• Evidence of continuous professional development and the ability to reflect on teaching practice and personal performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further and continuing professional development.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of National Curriculum Requirements in the subject.</li> <li>• An ability to teach up to and including GCSE level.</li> <li>• Knowledge of systems for monitoring student progress.</li> <li>• A philosophy centred upon the individual learner's value, potential, aspirations and needs.</li> <li>• An ability to encourage, inspire and motivate learners and demonstrate high standards and expectations of self and learners.</li> <li>• A passion for the subject(s) and for teaching and learning.</li> <li>• Can work collaboratively and supportively with other staff.</li> <li>• Skills of communication, organisation and accuracy.</li> <li>• Ability to work flexibly and respond positively to change.</li> <li>• Strong commitment to student welfare, achievement and support.</li> <li>• Knowledge of Social Inclusion issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of teaching Eduqas.</li> </ul>

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<p><b>Teaching and Learning</b></p>	<ul style="list-style-type: none"> <li>• A willingness to use a range of teaching and learning techniques which engage and support learners.</li> <li>• Appreciation of the benefits of e-learning and ICT inside and outside of learning.</li> <li>• Openness to developments in approaches to teaching and learning.</li> <li>• Knowledge of how assessment and data support learning.</li> <li>• An understanding of how students learn.</li> <li>• Providing an effective environment through classroom management.</li> </ul>	
<p><b>Additional Factors</b></p>	<ul style="list-style-type: none"> <li>• Commitment to the principles of comprehensive education.</li> <li>• Commitment to high standards of behaviour.</li> <li>• Commitment to continuous improvement and willingness to learn from experience and practice in this School and elsewhere.</li> <li>• Commitment to equal opportunities and safeguarding the welfare of students.</li> <li>• Commitment to hard work and going the 'extra mile'.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to offer an extracurricular activity for students.</li> </ul>

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