



## ST MARY'S CATHOLIC SCHOOL

### SECOND IN ENGLISH JOB DESCRIPTION

#### Job details

**Salary:** ECT/MPS/UPS (Fringe) + TLR2b **Contract type:** full-time permanent

**Reporting to:** SL of English and AHT for English /SLT

#### Main purpose

The teacher will:

1. Fulfill the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document
2. Meet the expectations set out in the Teachers' Standards
3. Take specific responsibility and accountability for the day-to-day management and organisation of their TLR area
4. Assist in the smooth running of the school at all times

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*

#### Duties and responsibilities

##### Teaching

1. Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
3. Adapt teaching to respond to the strengths and needs of pupils.
4. Set high expectations that inspire, motivate and challenge pupils.
5. Promote good progress and outcomes by pupils.
6. Demonstrate good subject and curriculum knowledge.
7. Participate in arrangements for preparing pupils for external tests.
8. Demonstrate best practice in subject / Key Stage, using engaging strategies to boost classroom engagement.
9. Show knowledge of whole subject / Key Stage curriculum, including latest requirements and developments.
10. Offer statistic and practical support to classroom teachers and staff within the subject.

##### Teaching and learning responsibility

1. Use professional skills and judgements to provide strategic and practical leadership in their TLR area.
2. Lead, manage and develop their TLR area, and provide guidance for other teachers, including training, support and advice to improve school practices.
3. Improve standards within their TLR area across the school, with demonstrable changes for pupils outside of their own classroom or group of pupils.
4. Provide strategic subject / Key Stage leadership, showing up-to-date knowledge of sector trends and developments.
5. Review curriculum as required, highlighting areas where teaching can be broadened and attainment improved, and providing data to the Headteacher or others as required.
6. Be the voice for your department/subject, ensuring classroom teachers' experiences and opinions are represented within the school, including dealing with any issues on a day-to-day basis.

##### Whole-school organisation, strategy and development

1. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
2. Make a positive contribution to the wider life and ethos of the school.

3. Work with others on curriculum and pupil development to secure co-ordinated outcomes.
4. Provide cover, in the unforeseen circumstance that another teacher is unable to teach.
5. Ensure teaching and learning within your subject / Key Stage is aligned with school ethos, identifying any procedural issues and providing workable solutions.
6. Provide leadership within your department and ensure whole school values are represented and understood.

#### **Health, safety and discipline**

1. Promote the safety and wellbeing of pupils.
2. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

#### **Professional development**

1. Take part in the school's appraisal procedures.
2. Take part in further training and development in order to improve own teaching.
3. Where appropriate, take part in the appraisal and professional development of others.
4. Take part in professional development within your subject / Key Stage, sharing ways to improve subject teaching with others.
5. Lead other teachers in maintaining subject knowledge and latest pedagogical developments.

#### **Communication**

1. Communicate effectively with pupils, parents and carers.

#### **Working with colleagues and other relevant professionals**

1. Collaborate and work with colleagues and other relevant professionals within and beyond the school.
2. Develop effective professional relationships with colleagues with the focus on subject / department.

#### **Personal and professional conduct**

1. Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
2. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
3. Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

#### **Management of staff and resources**

1. Direct and supervise support staff assigned to them, and where appropriate, other teachers.
2. Contribute to the recruitment and professional development of other teachers and support staff.
3. Deploy resources delegated to them.

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

March 2026