



SECOND IN PSYCHOLOGY AND MEDIA

Sir John Deane's Sixth Form College (Northwich)

NSP1 – NSP9

Plus Responsibility allowance 1

Job Description & Person Specification

Job Description

Reporting to

Head of Department

Purpose of the role

To deputise for the Head of Department as required and to act as a key member of the Department's Leadership team. The Second in Department will share cross Department responsibility with the Head in self-assessment and quality assurance of subjects.

Success Measures

To share responsibility with the HoD and contribute to targets in one or all subjects as agreed with the Head annually.

- Success rates for all subjects within the department
- Student attendance and retention
- Quality of Teaching, Learning and Assessment
- Value added for all subjects within the department
- Destinations and progression data for students
- Student feedback

Main responsibilities

1. To contribute to the department self-assessment.
2. To use data in a constructive and informative manner in order to drive improvements and raise standards across the department.

3. To support a culture based upon support and advancement in order that students have a positive learning and social experience and progress to appropriate destinations.
4. To support the coaching and mentoring of teachers within the department in order to develop innovative teaching and learning practices.
5. To undertake work as set and directed by the Head of Department and to contribute to the effective leadership and management of the department.
6. To support the Head of Department in leading, and to participate in teaching and learning professional development on Teaching, Learning and Assessment.
7. To be committed to continuous professional development and to maintain a love for one's own learning which involves training, sharing best practice, being outward looking and reading from a variety of sources.

The post holder will be expected to undergo such training as may be reasonably required from time to time by the senior team, to participate in whole-College and departmental training events and briefing sessions as appropriate, and to use such equipment and technological aids as are made available to him/her to ensure the timely and accurate execution of his/her duties.

The post holder will also be expected to assist in ensuring the safety and well being of students.

The post-holder will be required to implement, in the execution of all tasks allocated to him/her, such health and safety procedures as are specified by College management, and to seek to achieve such service standards as may be reasonably laid down from time to time by College management.

Person Specification

	Desirable	Essential
Qualification		
Good degree in the specific subject or related area		✓
PGCE/QTS or other teaching qualification (including School Direct training)		✓
Leadership/Management qualification or MA/MSc	✓	
Experience		
Experience of leadership or cross school/college responsibility	✓	
Teaching experience within subject		✓
Leading extra-curricular activities to enhance learning	✓	
Leading pastoral support to support achievement	✓	
Creative, innovative and varied leadership styles which motivate others	✓	
Proven track record of raising and maintaining standards and quality (as a teacher or a leader)		✓
Knowledge & Skills		
Strong interpersonal and communication skills		✓
Effective organisational and administrative skills		✓
Leading adaptation of Teaching, Learning and Assessment to respond the strengths and needs of all students	✓	
Knowledge and understanding of how students learn and how this impacts on teaching, learning and assessment.		✓
Leadership of, and accountability for, student progress and achievement (as a teacher or a leader)		✓
Leadership of H&S, Equality and Safeguarding legislation (as a teacher or a leader)		✓
Effective ICT skills	✓	
Attributes		
Positive, enthusiastic, 'can do' attitude with creative and innovative working practice		✓
Ability to lead, motivate		✓
Keen to improve self and others by leading in continuing professional development	✓	
Makes a positive contribution to the wider life and ethos of the College		✓
Always acts in a fair, unbiased and ethical way		✓
Flexible and adaptable approach to work		✓