



FEARNHILL SCHOOL

Headteacher – Mr T Spencer, BSc

Job Description: Second in English Faculty

1. **Title and Grade of Post:** **Second in Faculty**
 MPS / UPS + TLR 2a
 Responsible to Head of Faculty

2. Professional Responsibilities

- 2.1 to support the school's aim to promote the improvement of standards of teaching and learning, and to support those policies and procedures laid down by the Headteacher;
- 2.2 to support the HOF on the aims, policies and procedures of the faculty and the resources which are required to implement these;
- 2.3 to support members of staff within the faculty and to coordinate faculty programmes of training, where necessary;
- 2.4 to support the HOF in developing teaching and learning practices in the faculty;
- 2.5 to carry out such other associated duties as are reasonably assigned by the Headteacher.

3. Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document, so far as is relevant to the post holder's title and salary grade.

4. Relationships

- 4.1 the post holder is responsible and accountable to the Headteacher;
- 4.2 the post holder is responsible and reports to the Head of Faculty in respect of specific responsibilities as outlined;
- 4.3 the post holder is responsible to the Leadership Team, as necessary, in respect of specific responsibilities outlined;
- 4.4 the post holder interacts with all professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of the school's aim to improve the quality of teaching and learning at Fearnhill School.

5. Particular Responsibilities

Curriculum

- 5.1 to support the HOF by:
 - 5.1.1 raising standards of student attainment and achievement across the faculty;
 - 5.1.2 being accountable for student progress within the faculty
 - 5.1.3 co-ordinating the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment to ensure students are taught in a demanding and inspiring way;
 - 5.1.4 establishing an effective strategic direction and vision for teaching and learning in the faculty; following the most appropriate curriculum and keeping up to date with developments and keeping SLT advised of these;
 - 5.1.5 managing resources in accordance with faculty and school procedures

- 5.2 to accept responsibility for specific delegated tasks from the HOF;
- 5.3 to participate in further professional development related to the leadership and development of the faculty as directed by the HOF;
- 5.4 to liaise with other faculties/departments as necessary in order to establish and maintain curricular cohesion and continuity;

Management

- 5.5 to assist the HOF in allocating students to teaching groups within the faculty according to school policy and in consultation with other members of the faculty;
- 5.6 advise, support and mentor new staff, non-specialised staff and cover teachers in the faculty in areas such as school systems, behaviour management, assessment recording and reporting etc.;
- 5.7 to work with the HOF to complete assessments and reports relating to the work and progress of new staff, non-specialised staff and cover staff;
- 5.8 in conjunction with the HOF to manage the day to day cover needs of all faculty staff as they arise and to coordinate teachers – internal or external – assigned to teach classes needing cover;
- 5.9 to make contributions to materials published about the faculty, including the Self Evaluation Framework;
- 5.10 to assist the HOF in carrying out the annual cycle of performance management review in accordance with school policy, agreeing and monitoring targets;
- 5.11 to ensure, or assist the HOF in ensuring, where necessary, the completion of all reports and progress checks used to track students;
- 5.12 to assist the HOF with the monitoring, tracking and evaluation of student progress and the analysis of appropriate data to inform development of the curriculum and raising standards of provision;

6. Staff Development

- 6.1 to assist the HOF, where necessary, in the selection for appointment to the faculty;
- 6.2 to assist in the further professional development and training of faculty colleagues;
- 6.3 to support faculty colleagues in matters of student welfare and discipline or where relevant to new or non-specialist staff, and to develop appropriate support strategies and referral systems for those students or staff in accordance with general school policy.

7. School Leadership

- 7.1 contributing to the well-being and development of the school including the supervision of students, the guidance of teachers, and consultation with the Leadership Team and other senior colleagues as appropriate;
- 7.2 leadership of staff in accordance with school policy;
- 7.3 to carry out any other reasonable duties as may from time to time be requested by the Headteacher.

This job description issued March 2026 and may be amended at any time by agreement, but in any case will be reviewed annually.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
