

**Job Title: Second in English**

**Salary: TLR2c**

**School: The Highfield School**

### **Aim and main purpose of the job**

To assist in providing: professional leadership and management of a faculty, to secure high quality teaching, effective use of resources, and improved standards of learning and achievement for all students.

### Teaching and Student Learning

The Second in English will:

- Be able to teach across the full range of age and abilities,
- Act as a role model and assist the HOF in leading subject staff through own high quality teaching,
- Assist the HOF in setting expectations and targets for staff and students in relation to standards of achievement and the quality of teaching including the use of faculty policies,
- Assist the HOF to engage all subject staff in the creation, consistent implementation and improvement of schemes of learning which incorporate key school learning strategies,
- Help the HOF to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme,
- Work with the HOF to review teaching and learning, monitoring the progress of all students including those requiring additional support or challenge to ensure students are engaged in their learning and achieve success,
- Take responsibility for leading key curriculum areas.

## Assessment and Self-Evaluation

The Second in English will:

- Assist the HOF in establishing and implementing clear policies and practices for assessing, recording and reporting on student achievement and to assist students in setting targets for further improvement,
- Work with the HOF to use data effectively to identify students who are underachieving and, where necessary, create and implement an effective intervention plan.

## Relationships with Parents and the Wider Community

The Second in English will:

- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about the curriculum, targets, progress and attainment,
- Communicate effectively, both orally and in writing, with parents and Governors.

## Managing Staff and Own Performance

The Second in English will:

- Prioritise and manage their own time effectively,
- Take responsibility for their own professional development,
- Assist the HOF in providing regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning,
- Assist the HOF in establishing clear expectations and constructive relationships among staff including team working and mutual support: devolving responsibilities, delegating tasks and developing accountability (including laboratory technicians),
- Assist the HOF in ensuring all subject staff understand and are actively implementing the key aspects of school and faculty policies,
- Deputise for the HOF when needed.

## Managing Resources

The Second in English will:

- Assist the HOF in organising and co-ordinating the deployment of learning resources, and monitor their effectiveness.

The Second of English will:

- Assist the HOF in creating a faculty development plan which contributes positively to the whole school development plan and which actively involves all subject teachers in its design and execution,
- Assist the HOF in contributing to the development of whole school strategic planning and policies, for example, through membership of School Improvement Groups and attendance at Middle Leadership Team meetings.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.