Second in English Department / English Teacher






2026	Second in English Department / English Teacher
Salary:	MPS/UPS plus TLR2B of £6,072
Contract:	32.50 / 1.0 FTE / 38 weeks per year
Start Date:	Easter 2027
Responsible to:	Head of English
Application Deadline:	23 November 2026 at Midday

Job Description

Second in English Department / English Teacher

Reporting to	Head of English Department
Responsible for	Supporting the Head of the English Department and for the provision of a full learning experience and support for students
Liaising with	Headteacher, Deputy Headteacher, teaching and support staff, LA representatives, external agencies and parents
Working Time	195 days per year, full-time
Salary/Grade	MPS/UPS +TLR2B
Disclosure Level	Enhanced DBS

Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the design and delivery of the English curriculum.
- To monitor and support the overall progress and development of students as a teacher and a Form Tutor and Second in Department
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To support the Head of Department in all aspects of their role and to take on the role of Head of Department in the event of their absence.
- Model professionalism, integrity and optimism, contributing positively to departmental collaboration and whole-school priorities.
- To lead on the extracurricular programme and student leadership within the department, to include rewards

MAIN (CORE) DUTIES

Operational and Strategic Planning

- To assist in the development of appropriate syllabuses, schemes of work, feedback policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To ensure assessment is regularly reviewed and fit for purpose, creating resources where appropriate.
- To plan and prepare new courses and lessons
- To contribute to the whole school's planning activities
- Strategies for raising achievement and achieving excellence

- Working collaboratively to share and promote the principles of effective teaching and assessment for learning
- Ensuring there are effective strategies for inclusion, diversity and access for all learners
- To monitor and implement self-evaluation strategies
- The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance
- The work of other agencies and opportunities for collaboration
- To lead and implement effective strategies which encourage parents and carers to support their children's learning
- Utilise online learning platforms to maximise progress

Curriculum Provision

- To assist the Head of Department in ensuring that the curriculum area provides a range of teaching methods which complement the school's strategic objectives.
- To lead the provision of extracurricular activities for the department

Curriculum Development

- Support the Head of Department in developing reflective practice using an evidence-based approach.
- To assist in the process of curriculum development and change where required to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process and assist the Head of English with undertaking Performance Management Reviews with the English Department's members of staff
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete all relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning.

Communications

- To communicate effectively with the Head of Department.
- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison

- To take part in marketing and liaison activities such as open evenings, parent's evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.
- To be the primary liaison link for feeder primary schools.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

Pastoral System

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with the pastoral team to ensure the implementation of the school's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans, progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHEE and citizenship and enterprise according to school policy
- To apply the behaviour management systems so that effective learning can take place.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to the needs of student and the demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All Bungay High School employees are expected to be courteous to colleagues at all times and provide a welcoming environment to students, parents and external visitors.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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

Person Specification

Key: E = Essential, D = Desirable

CRITERIA	QUALITIES	KEY
Qualifications and training	• Degree • QTS	• E • E
Experience	• 4+ years Teaching experience • Leadership experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development	• D • D • E • E
Skills and knowledge	• Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships	• E • E • E • E • E • E
Personal qualities	• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all students and promoting the ethos and values of the Trust and School • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	• E • E • E • E • E

Notes:

- This job description may be amended at any time in consultation with the post holder.

- If you don't have all of the experience listed above but are interested in applying, please contact Mrs Blake Headteacher's PA in the first instance.

Last review date: **October 2026**

Next review date:

Headteacher/Line Manager's signature:

Date:

Our values, which underpin every decision we take and the systems we use, are demonstrated in The Bungay Way, underpinned by our character virtues of ***RESPECT, RESILIENCE, REFLECTIVENESS*** *and* ***RESPONSIBIITY****. We have a comprehensive student character-building programme, through which we are working towards the nationally recognised Character Quality Mark.*