

Stopsley High School

Job Description

Post: 3 i/c English

Subject: English

Salary: MPR to UPR + TLR2b

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

A teacher at Stopsley High School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document and as outlined in the DfE School Teachers' Pay and Conditions Document.

The 3 i/c in English is responsible for;

Please note, specific responsibilities will be discussed further as part of the recruitment process and decided and agreed upon with the successful candidate in line with their experience and areas of expertise.

Leadership

- Contribute to the aims, objectives and vision of the department to ensure high aspirations and excellent outcomes for staff & students.
- To keep up to date with national developments in your subject's pedagogy and practice to further support the development of the English team.
- Work alongside the Head of Department and Second in Charge of Department to ensure the department's approach to interventions is effective and with impact and data-driven changes are made to the curriculum.
- Analyse student progress and attainment data, including a particular focus on EAL, disadvantaged, SEND and high prior attaining students, putting in place meaningful interventions that address misconceptions and improve student outcomes.
- Work alongside the SEND team and Whole School Literacy Coordinator to ensure Interventions are carefully planned for all key groups of students
- To contribute to the running of effective and developmental department meetings that share best practice and upskill the team
- Lead on departmental extracurricular activities and educational enhancement activities, such as debating, organising and delivering regular extra curricular clubs and entering local and national competitions.

Teaching & Learning

- To support the Head of Department and Second in Department on the review, planning and implementation of high quality and relevant schemes of work within Key Stage 3 and Key Stage 4, that allow high quality lessons to be delivered in line with the school policy. These must include;

- challenging provision for all students, particularly high attainers.
- appropriate provision for SEND (liaising with the Special Educational Needs and Disability Coordinator & Teaching Assistants).
- learning beyond the classroom through effective homework opportunities.
- high levels of literacy, appropriate to the Key Stage.
- thoughtful and wide ranging promotion of Social Moral Spiritual Cultural opportunities.

Monitoring, Assessment & Feedback

- Work alongside the Head of Department and Second in Department to coordinate **assessments**, including the organisation of formal tests and examinations.
- To support the HoD and 2ic in ensuring student progress is accurately **monitored** and **reported** on across the department. This includes co-ordinating the setting of appropriate **targets**.
- To support effective **communication** with parents, including the **reporting** process and the through the **weekly** newsletter.
- To support with the sampling and **scrutiny** of student work in line with the school's feedback policy.

Behaviour & Climate for learning

- To contribute to the department's vision to provide a positive learning environment for students to learn in the departmental including through high quality displays.

Promotion of school

- To make a positive contribution to the life of the school and exemplify the school vision and values.
- To ensure that all department members are familiar with the school vision.
- To promote, advocate and follow all school policies.

Pastoral Responsibilities

- To carry out the responsibilities of a form tutor as outlined in the form tutor job description.

