

Job Description



Job title	2nd in Charge of English	Contract	Permanent
Department	English	Reports to	Head of English

Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

Your role

To work closely with the Head of English to ensure the effective implementation of a broad, balanced and highly engaging curriculum. You will be responsible for the achievement of students in a Key Stage and will be expected to drive their academic achievement and personal development in English.

Person specification

The ability to lead the school team effectively and efficiently and work with other professionals and agencies	Essential
Communication skills, oral, written and presentational	Essential
Ability to model well planned, organised and innovative lessons for the department	Essential
Proficiency in the use of ICT and the software programmes used in schools	Essential
The ability to lead, model and manage positive behaviour, good order and assertive discipline in the department	Essential
The ability to manage departmental information and data for the purposes of recording, monitoring, evaluation and reporting	Essential
The ability to lead curriculum development and innovation	Essential

How to motivate a team of staff	Essential
How children and young people learn, develop and progress through life stages and events	Essential
How ICT can be used effectively to motivate children to learn	Essential
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	Essential
Qualified teacher status in the subject area	Essential
Experience of teaching across both Key Stages either on teaching practice or your current post	Essential
Provide appropriate levels of challenge so that students to learn effectively and acquire new skills and knowledge	Essential
Use assessment information effectively to plan next steps in students learning	Essential
Secure high standards of behaviour	Essential
Enable students to develop the skills to work independently and collaboratively	Essential
Create a well organised, stimulating learning environment	Essential
A commitment to raising achievement	Essential
The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process	Essential
Knowledge of the National Curriculum	Essential
Good subject knowledge for identified preferred subject	Essential
An understanding of equality of opportunity issues and how they can be addressed in schools	Essential
An understanding of and a commitment to safeguarding students	Essential

Accountabilities

Strategy	<ul style="list-style-type: none"> Is aware of and understands the ELAT Vision, Mission and Values
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	<ul style="list-style-type: none"> ■ Will make a positive contribution to the teaching and learning programme in accordance with the ethos, aims and objectives of the school. ■ To fulfil all of the responsibilities and duties required by the Academy's policies on Teaching and Learning. ■ To ensure that the strategic objectives of the school are reflected in the work and development of the department and practice of the teachers.
Planning	<ul style="list-style-type: none"> ■ Plan work to meet the learning needs of allocated pupils in a consistent and effective way. ■ To assist the Director of Faculty to ensure that the curriculum area provides a range of teaching which compliments the Academy's strategic objectives. ■ Develop and maintain up-to-date knowledge and understanding of the areas of teaching and student support for which post-holder is responsible. ■ To ensure that long term, medium planning, short term and individual pupil planning is undertaken and implemented by teachers in the department within the framework of Trust policy and procedures. ■ To have overall responsibility for target setting, the analysis of targets and their review. ■ To lead curriculum development in the department
Delivery	<ul style="list-style-type: none"> ■ Using the agreed procedures and practices of the Academy, monitor the quality of provision and the quality of teaching and learning, which may include direct observation, sampling work and reviewing planning documentation. ■ Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress appropriately. ■ Monitor the progress of students for whom the post holder is responsible to set expectations and give constructive feedback. ■ To participate in and contribute to department/Academy's extra-curricular programme ■ To have overall responsibility for all aspects of assessment in the department and for leading the analysis of data and the improvement of the effectiveness of assessment for supporting pupil achievement ■ To lead and manage the day- to - day operation of the department
People Management / Organisational Development	<ul style="list-style-type: none"> ■ To be responsible for the management and supervision of the teachers working in the department, including their performance management whilst maintaining the required level of CPD. ■ To assist and support the Senior Leadership Team with staff recruitment ■ To achieve any performance criteria or targets arising from the Academy's Performance Management arrangements

	<ul style="list-style-type: none"> ■ To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers. ■ Make an active contribution to the policies and aspirations of the Academy
Information Management and Reporting	<ul style="list-style-type: none"> ■ To monitor and manage the day-to-day operation of the department ■ To monitor and manage the departmental budgets in accordance with the financial procedures of the Academy ■ Maintain appropriate records to demonstrate progress made by students. ■ Safeguarding and Promoting the Welfare of Students working with the Designated Protection Person the post holder will: <ul style="list-style-type: none"> ■ Identify and record any child protection concerns ■ Contribute information as required for Common Assessment or Multi-Agency meetings ■ Act at all times in line with the school's Child Protection procedures.
Data Protection	<ul style="list-style-type: none"> ■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	<ul style="list-style-type: none"> ■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.
Good Citizenship	<ul style="list-style-type: none"> ■ Hold personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such.

Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents and Carers and relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness