

Job Description – Second in Department

Salary: MPS/UPS Plus TLR 2

You will be required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

In addition to the duties above you will be required to demonstrate the leadership skills specified in the National Standards for Subject Leaders and to undertake the following responsibilities in relation to the post:

Generic Responsibilities:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Trustees and Head of School.
- To assist the Curriculum lead in leading and developing the curriculum subject.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area.
- 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.

Strategic:

- To help to coordinate the delivery of the subject curriculum, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- To assist the day-to-day management, control and operation of the curriculum provision within the department.
- To monitor and follow up student progress.
- To implement school Policies and Procedures.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.

Curriculum:

- To ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the school's strategic objectives.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To maintain accreditation with the relevant examination and validating bodies.
- To promote and develop appropriate extra-curricular and community activities within the department.

Staffing:

- To contribute to Personal Management and professional development within the department.
- To promote teamwork and to motivate staff to ensure effective working relations.

Quality Management:

- To ensure the effective operation of quality control systems.
- To assist with the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.

- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To assist the Curriculum lead to produce reports within the quality assurance cycle.

Pastoral Support :

- To monitor and support the overall progress and development of students within the curriculum area
- To monitor student attendance together with students' progress of all pupils in the sept ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to SMSC according to the school policy.
- To implement the Behaviour Management system in the department so that effective learning can take place.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. 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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head of school to reflect or anticipate changes in the job commensurate with the grade and job title.