



BROUGHTON HALL CATHOLIC HIGH SCHOOL

SECOND IN DEPARTMENT: ENGLISH

JOB DESCRIPTION

At the heart of the role of second in department is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and well-being. A Second in Department, must provide leadership and direction for the subject and ensure that it is managed and organised to meet school and subject aims and objectives. They key role in supporting, guiding and motivating teachers in all faculty departments. Seconds in Department **contribute to the evaluation of the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff in order to inform future priorities for the school. The policy and practice of monitoring within the school provides the information for evaluation and action.** They identify needs in their own subject areas and recognises that these needs must be considered in relation to the overall needs of the school. It is also important that they have an understanding of how their department contributes to school priorities and to the overall education and achievement of all students.

Throughout their work a Second in Department, ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in the school.

JOB PURPOSE

To assist the Head of Department to lead, manage, develop, and be accountable for the department team including the curriculum at Key Stages 3, 4 and 5 in order to ensure the highest possible standards of pupil achievement, personal development and well-being both within the curriculum and beyond.

REPORTING

The post holder will report to the Head of Department.

RESPONSIBLE FOR

The post holder, under the direction of the Head of Department, will be responsible for department teaching and extra-curricular provision.

WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers Pay and Conditions Document. To plan, lead and contribute to the school's extra-curricular mathematics programme. Attendance at school functions beyond the working day including Awards' Evening.

DIMENSIONS

The post holder will be responsible for the following, with reference to the national framework for middle leaders:

- The strategic direction and development of the department
- Teaching and learning
- Leading and managing staff
- Pupil progress and standards of achievement
- The efficient and effective deployment of staff and resources

ACCOUNTABILITIES

The strategic direction and development of the subject

- To assist in the production of an annual subject development plan, which contributes to the achievement of the School Improvement Plan, and which involves all the subject staff in its design and evaluation.
- To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
- To represent the department in the wider school community and liaise with the rest of the school, governors, partner schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To develop current systems with regard to health and safety, risk assessments, collection and storage of valuables and other key procedural requirements.
- To lead the development of the school's extra-curricular physical education programme.

Teaching and learning

- To contribute significantly to the leading of the development and implementation of effective teaching and learning strategies, including ICT-based developments and new technologies.
- To contribute significantly to leading the development and implementation of effective department assessment policies, within the framework of those for the whole school.
- To promote and support extra-curricular activities, which enrich and support the learning and experience of all pupils, and increases their participation in school life.
- To ensure homework where applicable, is set in line with school policy, and recorded departmentally.

Leading and managing staff

- To monitor, support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning; the above to include participating in and leading the school's programmes of staff training and development.
- To ensure that Performance Appraisal is carried out according to school and national regulations and that staff receive regular feedback, which supports progress against their PM objectives.

Pupil progress and standards of achievement

- Within the framework of whole-school policies, to set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress.
- To maximise achievement by ensuring that examination entries are at an appropriate tier and non-entries are minimised; to assist with the management and conduct of examinations.
- To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children's progress.
- Writing reports on pupils and attending meetings with parents.
- To track different groups of students' progress and put in a clear intervention plan where gaps exist.

The efficient and effective deployment of staff and resources

- To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down.
- To provide a stimulating environment, including maintaining the content of displays that promote interest and learning.

Other Specific Duties

- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
- To undertake any other duty as specified by the School Teachers Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

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