



Second in English

JOB DESCRIPTION

Post Holder	To be appointed
Job title	SIC of English
Responsible to	Head of English
Responsible for	Teaching English

General responsibilities:

1. To assist the Head of Department in curriculum development to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme.
2. To assist the Head of Department in devising the subject development plan to contribute positively to the achievement of the school development plan.
3. To assist the Head of Department in engaging all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies.
4. To assist in delivering high quality Literacy and Oracy skills through the curriculum.
5. To assist the Head of Department in providing regular feedback for subject colleagues in a way which recognises good practice and supports their progress against PIP objectives resulting in a tangible impact on student learning.
6. To assist the Head of Department in undertaking a continuous and systematic review of the standards of leadership, behaviour and teaching and learning consistent with the school's Quality Assurance process.
7. To assist the Head of Department in ensuring all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and teaching and learning policies.
8. To act as a role model to staff through their own high-quality teaching, continuous professional development and professional presence in the department.
9. To contribute to the development of whole school strategic planning and policies through deputising for the HOD when necessary, for example at Middle Leader Meetings.

Subject teacher responsibilities:

1. To coordinate and be responsible for a named Key Stage / Subject Area.
2. To assist the Head of Department to ensure the efficient deployment, organisation and upkeep of English resources, including the responsibility that rooms and areas used by the department provide a safe, high-quality environment for learning.
3. Work with the HOD to strategically plan and sequence the curriculum, monitor and develop schemes of work.
4. Help embed, monitor, evaluate and develop curriculum changes to enable all students to make progress.
5. Take part in learning walks, sharing of good practice and moderation.
6. Deputise for the HOD when necessary.
7. To review teaching and learning, monitoring the progress of selected pupils including those identified as requiring additional support (SEND) to ensure all pupils are engaged in their learning and achieve success.

8. Oversee internal assessments and analyse outcomes.
9. Oversee departmental transition arrangements between years.
10. Complete all the responsibilities of being a PIP manager for one or more members of the department.
11. Mentor a PGCE, ECT or Schools Direct candidate if required.

The post holder will:

1. Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
2. Actively support the School and Trust Equal Opportunities Policies.
3. Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school team and attend and participate in relevant meetings as required.
4. The post holder is responsible for ensuring that the school safeguarding policy is adhered to and concerns are raised in accordance with this policy.
5. Carry out tasks as reasonably required by the Headteacher. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

The job description is to be performed in accordance with the provisions of Altwood School's Teachers' Pay and Conditions Document and within the range of duties set out in that document. The post is also subject to the conditions of Service for Academy Teachers in England and Wales and to locally agreed conditions of employment.

Altwood Church or England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

1. QUALIFICATIONS AND TRAINING

	Essential	Desirable
Qualified teacher status	✓	
Degree with appropriate subject specialism	✓	
Recent participation in a range of relevant In-service training		✓
Willingness to engage in further CPD	✓	

2. TEACHING EXPERIENCE, KNOWLEDGE AND UNDERSTANDING

	Essential	Desirable
Exemplary classroom practitioner	✓	
A clear philosophy on how and why the subject should be taught	✓	
Experience of implementing the principles and practices in behaviour management and strategies that support learning	✓	
Understanding of secondary curriculum and assessment	✓	
Knowledge of structure and content of the English Curriculum	✓	
Understanding and knowledge of current educational issues		✓
Awareness of effective learning and teaching strategies in a secondary school and wider learning community		✓
Knowledge of secondary school improvement strategies		✓
Awareness of own professional development needs	✓	
Ability to communicate effectively in a variety of situations	✓	
Experience of professional networking and collaboration.		✓
Experience of use of a range of data-management tools to promote student progress		✓

3. PERSONAL SKILLS AND QUALITIES

	Essential	Desirable
Effective written and verbal communication skills	✓	
Excellent interpersonal skills	✓	
Ability to demonstrate confidence and commitment	✓	
Ability to inspire, students and young people to engage in life-long learning	✓	
Ability to work independently and collaboratively as a member of a team	✓	
Resourcefulness and creativity	✓	
Reliability and integrity	✓	
Good personal organisation	✓	
Good attendance and punctuality	✓	
Commitment to working in a Church of England School	✓	

4. FURTHER REQUIREMENTS

	Essential	Desirable
Application forms should be completed in full	✓	
Letters should be clear and concise	✓	
Clear educational philosophy	✓	
Applicants should address the criteria identified in the person specification	✓	
Appointment is subject to DBS clearance.	✓	

5. REQUIREMENTS FROM CONFIDENTIAL REFERENCES

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓
Good health and attendance record	✓