Job Description: Second in English Department

POST: Second in English

REPORTS TO: Head of English

SCALE: MPS/UPS plus TLR2b

This description is in addition to a Mayfield teacher job description and should be read alongside the range of duties and expectations in line with the Teachers' Standards.

KEY PURPOSE

To assist the Head of English in leading the strategic direction of the department, fostering a love of English by improving the quality of provision and ensuring positive outcomes for our students. This will involve setting high expectations to ensure the continued delivery of high-quality teaching and learning and high achievement of all students.

KEY RESPONSIBILITIES

- To hold and articulate clear values and moral purpose, focused on providing an excellent education for students in English.

- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students, staff, parents and members of the local community.

- Sustain wide, current knowledge and understanding of English teaching, and pursue continuous professional development.

- Communicate compellingly the academy's vision and support the strategic leadership of English, empowering all students and staff to excel.

Systems leadership

- Ensure that the academy's systems, organisation and processes are followed consistently throughout the department.

- Help to provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour.

- Support the Head of English to ensure performance management of staff is rigorous, fair and transparent, addressing any under-performance, supporting staff to improve and valuing excellent practice.

- Help to identify talent for leadership throughout the department, forging a team of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

- Support the self-evaluation processes and strategic planning processes within English, which are shared with staff and developed as a team.

- To lead on an agreed aspect of English development across the academy and support in the sharing of good practice across the Academy Trust.

- To mentor an ITT or ECT and meet the statutory requirements of this role.

Staff

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

- Hold all staff to account for their professional conduct and practice.

- To develop and deliver high quality training/CPDL within the department

Students

- To demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on student outcomes.

- To support the Head of Department with the assessment, recording, reporting and monitoring of student progress in English to secure achievement and the closing of the gap agenda

- To support the department plan for parental engagement so that they are well informed to bring about positive outcomes for students.

Quality of Teaching

- Play a key role in the monitoring, evaluation and review of teaching within the department including through the implementation of work sampling, learning walks, drop-ins etc. Ensuring there is high quality teaching across the department to secure achievement and engagement of all students.

- Ensure all teachers have developed the skills necessary to manage learning and behaviour in the classroom.

- Ensure consistency of practice in accordance with academy policy eg marking and feedback, homework, use of knowledge organisers.

Curriculum and Assessment

- To lead on an agreed area of curriculum development within the whole department.

- Ensure, through collaboration, that lesson planning, schemes of work and associated resources support outstanding teaching.

- Lead CPD activities and disseminate good practice based on educational research assessment and data.

- Support teachers to enable them to provide accurate and timely assessment of students' progress which informs teachers' planning and further accelerates student progress.

Equality of Opportunity and safeguarding

- To promote equality of opportunity and safeguarding the welfare of children and young people.

- Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

- Carry out any other reasonable tasks as directed by the Principal

Key Performance Indicators/Impact and Department Outcomes

- Student attainment meets agreed targets

- Student progress is positive and meets agreed targets

- High quality co-planning ensures typically good or better teaching

- Behaviour in the department is at least good

- CPD in the department is effective following evaluation

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Shortlisting Criteria;

- Evidence of commitment to own professional development
- Evidence of leading and developing others
- Evidence of impact on student outcomes across the 11-16 age range and experience at Post 16 would be an advantage
- Evidence of ability to analyse data and take decisive action to improve outcomes
- Energy, enthusiasm and flexibility
- Ability to work under pressure and a determination to succeed
- Emotional resilience in working within a culture of change
- A commitment to the values and behaviours which flow from the Oasis ethos
- An effective leader and manager with the ability to encourage and support all colleagues
- Ability to motivate and inspire staff and students
- Excellent communication and presentation skills