

## **JOB DESCRIPTION**

Job Title:	Second in English
Grade:	MPS/UPR plus TLR2c
Hours:	Full time
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Head of English
Liaison with:	Senior Leadership Team, Teaching and support staff, School Improvement Team ATLP leaders, Parents/Carers/Governors, External Stakeholders

### **Job Purpose:**

- Promote and safeguard the welfare of young people in line with procedures and policies
- To promote the agreed vision and aims of the school and The Arthur Terry Learning Partnership
- To set an example of integrity and professionalism
- To ensure data is managed effectively and proactively and in adherence with legislation including GDPR, school and ATLP policies
- To support teachers in raising achievement to ensure that all students achieve their expected levels of progress
- To support the Head of English in the appraisal process
- To lead on innovation in learning and teaching
- To support the Head of English in the leadership and development of English

### **Key Responsibilities**

#### **Teaching & Learning**

- Work with staff to develop effective ways of bridging barriers to learning through assessment of needs, monitoring of teaching quality and pupil achievement - target setting etc
- Collect and interpret assessment data to inform practice
- Work with teaching and support staff to ensure all students learning is of equal importance and that there are high and realistic expectations of students
- To deliver an appropriately broad, balanced, relevant, and differentiated curriculum for students
- To monitor and support the overall progress and development of students
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment

- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
- To plan and prepare lessons
- To contribute to the whole school/faculty planning activities
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To maintain appropriate records and to provide relevant accurate and up to-date information for Bromcom, registers, etc.
- To complete the relevant documentation to assist in the tracking of students
- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To track student progress and use information to inform teaching and learning
- To work as a member of the team and to contribute positively to effective working relations within the school

### **Student Support**

- To promote the general progress and well-being of students with due regard to safeguarding, reporting any concerns in line with the school's procedures and protocols
- To liaise with members of the school support team to ensure the implementation of the school support system
- To evaluate and monitor the progress of student and keep up-to-date student records as required
- To communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the behaviour management systems so that effective learning can take place

### **Conditions of Employment**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

### **Staffing**

- To monitor and maintain standards of performance through line management of staff including staff in adherence with ATLP policies and procedures.
- To create a learning and development plan for the team.
- To demonstrate a positive working style with a committed and flexible attitude.
- Promote the importance and benefits of effective team working and well-being.
- To work closely with the HR team to proactively manage and mitigate any staffing issues.
- To carry out annual appraisals and performance reviews of those you line manage.

- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

### **Safeguarding and Data Protection**

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Technology team, ensuring they follow safeguarding procedures.

### **Additional conditions**

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLTP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLTP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

**Person Specification: Second in English**

CRITERIA		M.O.A.
<b>EDUCATION &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree in English subject</li> <li>Qualified Teacher Status</li> </ul>	AF/Certs
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Teaching at KS3, 4 or 5</li> <li>Evidence of use of data to improve learning and promote achievement</li> <li>Experience of identifying, providing, monitoring, and evaluating teaching strategies</li> <li>Experience of setting targets and monitoring and evaluating and recording progress</li> <li>Can evidence high standard of teaching skills and classroom practice</li> <li>Successful experience of leading a significant initiative that impacted on learning and student outcomes</li> </ul>	AF/I/T
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Excellent oral and written communication skills</li> <li>Ability to set clear expectations, to demand high standards and hold others to account</li> </ul>	AF/I/T
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>Willingness to participate in further training and development opportunities offered by the school/Partnership</li> </ul>	AF/I
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Knowledge and awareness of national and regional education issues</li> <li>Detailed knowledge of English curriculum</li> <li>Knowledge and understanding of child protection and safeguarding</li> </ul>	AF/I
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Committed to and able to promote the aims of the school and the values of the school and the Trust</li> <li>Willingness to share expertise, skills, and knowledge</li> </ul>	AF/I
<b>CONTRA INDICATION</b>	<ul style="list-style-type: none"> <li>Positive Disclosure relating to young people or vulnerable adults</li> </ul>	AF/I