**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | **Smithdon High School** |
| **Job Title:** | **Second in English (Full Time position – September 2018 start)** |
| **Grade:** | **TLR 2B** |
| **Responsible to:** | **Head of English** |
| **Working With:** | **English Faculty**  **Senior Leadership Team (SLT)**  **Students**  **Parents** |

**Purpose of the Job**

The purpose of the post of Second in Department is to provide effective support for the Head of Department with a view to raising standards.

**Responsibilities**

* To assist the Head of Department in the management and running of this department, in order to ensure that management is efficient, effective and serves to raise standards.
* To take responsibility for all aspects of the day-to-day running of the department in the absence of the Head of Department.
* To be actively involved in the performance management process within the department.
* To be familiar with the whole school development plan. To contribute to the creation and implementation of the departmental development plan.
* To have a detailed understanding of statistics/data relating to the overall performance of the department and that of students within it.
* To assist in the use of this data within the department.
* To have particular responsibility for tracking progress at KS3, implementing KS3 interventions and evaluating the effectiveness of those interventions.
* To develop a differentiated scheme of work for KS3 and support staff in their teaching of it as necessary.
* To undertake additional duties/responsibilities to be negotiated with and agreed with the Head of Department and SMT Line Manager.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Qualified Teacher Status (QTS) | **🗸** |  | Appl |
| Leadership Development Course |  | **🗸** | Appl |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills, Knowledge and Experience** | **Essential** | **Desirable** | **How assessed** |
| Proven student outcomes in the classroom | **🗸** |  | Appl/Int |
| Proven effective teacher in the classroom | **🗸** |  | Appl/Int |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Qualities** | **Essential** | **Desirable** | **How assessed** |
| Clear moral purpose | **🗸** |  | Int/Ref |
| Positive relationship with students and staff | **🗸** |  | Int/Ref |

Appl = Application form Int = Interview Ref = Reference