



All Saints

a Church of England Academy

Job Description Second in English

Post Title:	Second in English
Purpose:	<ul style="list-style-type: none"> To support the Head of Faculty and to deputise when and where appropriate. To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Headteacher of the academy. To act as a Curriculum Lead and be responsible for leading and developing this area. To develop and enhance the teaching practice of others. To monitor and support the overall progress and development of students as a leader within the curriculum area and as a Learning Tutor.
Reporting to:	Head of Faculty
Liaising with:	SLT, other Subject Leaders and Assistant Faculty Heads (core), relevant non-teaching support staff, LA staff/external agencies and parents/carers
Working Time:	195 days /1265 hours per year. (Full-time or Part-time equivalent)
Salary/Grade:	TLR 2a
Disclosure level	Enhanced
MAIN (CORE) DUTIES & RESPONSIBILITIES This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are not in any priority and are not exhaustive. The job description or the duties may vary or be amended, in consultation with the post-holder, from time to time without changing either the level of responsibility or the financial remuneration with this post.	
Operational/ Strategic Planning	<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the faculty, within the designated area. The day-to-day management, control and operation of one curriculum area provision within the faculty. To assist in monitoring and following up student progress. To assist in the implementation of academy Policies and Procedures, for example Safeguarding, Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. To work with colleagues to formulate aims and objectives for the faculty which have coherence and relevance to the needs of students and to the aims and objectives of the academy. To assist in the management of the faculty, and to ensure that the planning activities of the faculty reflect the needs of the students and the aims and objectives of the academy. To support the relevant manager in the application of ICT in the Curriculum area.
Curriculum Provision:	<ul style="list-style-type: none"> To liaise with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the academy's strategic objectives.

Curriculum Development:	<ul style="list-style-type: none"> • To support curriculum development within the whole faculty with particular emphasis on the relevant curriculum area. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Head of Faculty to maintain accreditation with the relevant examination and validating bodies.
Staffing	
Staff Development:	<ul style="list-style-type: none"> • To work with the Head of Faculty and SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To undertake Appraisal Review(s) and to act as reviewer for a group of staff within the designated faculty, if applicable. • To promote teamwork and to motivate staff to ensure effective working relations. • To ensure the effective efficient deployment of classroom support. • To participate in the academy's ITT programme.
Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To assist in the process of the setting of targets within the faculty and to work towards their achievement. • To help to establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the faculty. • To contribute to the academy procedures for lesson observation. • To implement academy quality procedures and to ensure adherence to those within the faculty. • To participate in the monitoring and evaluation of the curriculum area/faculty in line with agreed academy procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required within the relevant curriculum area.
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system. • To assist in the use of analysis and evaluation of performance data. • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the identification of exam entries within the faculty.
Communications:	<ul style="list-style-type: none"> • To help ensure that all members of the faculty /curriculum area are familiar with its aims and objectives. • To ensure effective communication/ as appropriate with the parents of students. • To liaise with partner academies, Higher Education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the academy liaison and marketing activities, e.g. the collection of material for press releases. • To contribute to the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subjects at Open Days/Evenings and other events in partner academies and the wider community. • To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To assist the Head of Faculty to identify resource needs and to contribute to the efficient /effective use of physical resources • To co-operate with other faculties to ensure a sharing and effective usage of resources to the benefit of the academy and the students.
Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the curriculum area • To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as Learning Tutor and carry out the duties associated with the role as outlined in the generic job description. • To contribute to PSHE, citizenship and enterprise according to the academy policy. • To assist in the implementation of the Behaviour Management system in the Faculty so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, fulfilling the Teachers' Standards...
Other Specific Duties:	
<ul style="list-style-type: none"> • To model and "live out" the Christian values which underpin the academy. • To play a full part in the life of the academy community, to support its distinctive Church mission and ethos and to encourage staff and students to follow this example. • To support the academy in meeting its legal requirements for Collective Worship. • To promote actively the academy's corporate policies. • To continue personal development as agreed. • To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. • To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by academy leaders and the Governing Body to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	