

Job Description



Post Title:	Second in Charge
Reporting to:	Senior Subject Leader
Responsible for:	Staff within the designated curriculum area
Liaising with:	All relevant teaching & support staff
Working Time:	195 days per year. Full time.
Salary Grade:	TLR2c
Disclosure Level:	Enhanced
MAIN (CORE) DUTIES	<ul style="list-style-type: none"> • To assist and deputise for the Senior Subject Leader • To lead whole school literacy • To lead on the Reading Strategy and coordinate the whole school approach to improving all children's reading ages • To be responsible for the leadership and management of a Key Stage • To liaise with other middle leaders to ensure that the schemes of work develop students' previous learning and secure strong progression towards GCSE/A-Level assessments • To implement, monitor and evaluate the key areas from Action plan • To lead on the intervention strategies • To contribute to the development of schemes of work across all Key Stages • To liaise with the Assistant Headteacher leading Inclusion and other key staff to ensure that students are supported and make excellent progress across the department • To represent the department in middle/senior team meetings as appropriate • Assistant the Senior Subject Leader at whole school events in order to promote the department and the school (see department calendar) • Liaise with parents and carers to support students' progress • Be actively involved in recruitment and transition to 6th form; support students in identifying appropriate progression routes • To assist with learning walks, lesson observations and the monitoring of teaching standards within the department • To coach and mentor colleagues in developing their practice and delivering outstanding student outcomes • To ensure that the quality of teaching and learning within the department is constantly developing and work collaboratively with Transition and Intervention leads on project based work at KS3: Reading at KS4: Intervention at KS5 • To work with the Senior Subject Leader and other leaders within the department to ensure that all students make outstanding progress • To be responsible for delivering a high quality enrichment activity and extra-curricular programme for the department • To undertake Appraisal Review(s) and to act as reviewer as required. • To make appropriate arrangements for classes when staff are absent and liaise with the Cover Supervisor/relevant staff to secure appropriate cover. • To promote teamwork and to motivate staff to ensure effective working relations. • To act as a positive role model to staff and students. • To act as a Tutor/Mentor and to carry out the duties associated with that role as

	<p>outlined in the generic job description</p> <ul style="list-style-type: none"> • To support the Senior Subject Leader in ensuring the Behaviour Management system is implemented in the subject so that effective learning can take place. • To support the Senior Subject Leader in ensuring that the learning needs of all students are being addressed.
Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties and standards set out for a teacher. • To be an outstanding teacher and role model to other members of the department
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the Seaford Head School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example and ensure they do so. • To support the Senior Subject Leader in ensuring that students' work is displayed both for special occasions and as a matter of regular recognition of good work. • To support the Senior Subject Leader for in promoting the subject's image

Other Specific Duties:

To actively promote Seaford Head School's corporate policies.

To engage actively in the appraisal process.

To continue one's own personal development as agreed.

To undertake any other duty as specified by STPCB not mentioned above.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to adhere to the Seaford Head School dress code presenting a professional image to students, parents, governors and the wider community.

Seaford Head School 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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:..... Date:

PERSON SPECIFICATION

TEACHER : TLR

	Essential	Desirable
Skills & Attributes	<ul style="list-style-type: none"> - An ability to create a safe, supportive & stimulating learning environment for all students - Effective classroom management & organisation skills - Effective planning, assessment & record keeping - An ability to select appropriate teaching & learning methods and resources according to students' differing needs 	<ul style="list-style-type: none"> - Good problem-solving skills - Excellent ICT skills - A commitment to celebrating students' achievements, skills & talents, as well as an ability to tackle problems effectively
Knowledge & Experience	<ul style="list-style-type: none"> - Excellent subject knowledge - Knowledge and understanding of the National Curriculum - Recent teaching experience (or appropriate training) with secondary-age students 	<ul style="list-style-type: none"> - An understanding of Health & Safety issues within an educational setting
General Attributes	<ul style="list-style-type: none"> - Excellent written and oral communication skills - An effective team worker with an ability to develop & maintain positive relationships with students, colleagues & parents - An ability to work effectively under pressure 	<ul style="list-style-type: none"> - Good sense of humour - A flexible approach to tasks - A willingness to contribute to the whole-school initiatives - A willingness to be involved in the school as a community & to contribute to extra-curricular activities
Professional Qualifications & Training	<ul style="list-style-type: none"> - A first degree in a subject relevant to the teaching post - A DfE recognised teaching qualification 	<ul style="list-style-type: none"> - Evidence of a commitment to continuing professional development
Other	<ul style="list-style-type: none"> - A good attendance record in any previous employment - A commitment to equal opportunities 	