

## 2<sup>ND</sup> IN DEPARTMENT – JOB NO. 12

Responsible to: Head of Department  
Responsible for: None  
Working Time: 195 days per year Full Time  
Salary/Grade: TLR 2B

---

### **Generic Responsibilities;**

- Advise the head of Department on curriculum matters pertaining to a subject area.
- To take a leadership role within the department related to the teaching of the subject
- Contribution to Discipline within the Department
- Contribution to teaching
- Any other reasonable deployment by the head teacher

### **Key Responsibilities;**

#### Strategic direction & development of the subject

- Assist in developing policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning.
- Assist in establishing plans for the development of the department that support the school improvement plan and ensure that the department is always seeking to improve.
- Assist in establishing a clear understanding within the department of the contribution made by the subject in supporting the school's aims and making a significant contribution to the development of the school's development plan.
- For the standards in the subject: monitoring and evaluating the standards within a specific area of the subject, according to the school's monitoring and evaluation policy.
- Assist in maintaining a departmental handbook, in line with school policy.

#### Teaching & learning

- Contribute to the provision of schemes of work, in line with school policy, which ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational needs.
- Providing guidance, to staff in their subject, on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.
- Assist in ensuring that the staff are kept up to date in terms of subject knowledge and skills.
- Contribute to establishing and implementing clear policies and practices, in line with school policy, for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.

- Encouraging extra-curricular activities related to the subject and ensuring that the subject permeates the life of the school.
- Developing effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop pupils' wider understanding.

#### Leading and managing staff

- Acting as a positive role model for others.
- Evaluating practice, appraise identified staff as required by the school policy and use the process to develop their personal and professional effectiveness.
- Coaching members of staff in order to develop teaching and learning within the department and to enable teachers to achieve expertise in their subject teaching
- Train, monitor, support and assess NQT's and ITT students in relation to the appropriate standards.

#### Efficient and effective deployment of staff and resources

Assist the HoD/CL in establishing staff and resource needs for the subject.

- Maintaining existing resources and exploring opportunities to develop or incorporate new resources into schemes of work.
- Assist in ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed.

#### Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake any reasonable request of the Head Teacher and accept any reasonably delegated additional responsibility from the Head Teacher.

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

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

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

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

