



MARIA FIDELIS CATHOLIC SCHOOL

JOB DESCRIPTION

To work as a team member to maintain and develop Maria Fidelis Catholic School as a learning community “growing together through Christ with courage, confidence and dignity.”

Post Title: English– Second in Charge

Purpose of Job: To assist in providing leadership in the development of the curriculum and in the academic progress of the students in English.

Responsible to: The Headteacher in all matters and the Head of English for matters concerning English.

Liaising with: Head of Department, heads of years, subject teachers, examinations officer and relevant external agencies.

Job Purpose:

- To assist the Head of Department in the smooth running of the department, and to deputise in their absence.
- In liaison with the Head of Department, to assist with subject specific individual student tracking.
- To contribute to, develop and implement all teaching and learning policies and strategies.
- For the responsibility area, to lead and manage the production of full schemes of work for use within the department and by support staff.
- To promote the school's aims and objectives.
- To assist the Head of Department in developing the pedagogical skills of subject teachers in the department.
- For the responsibility area, to manage the reward achievements and celebrate the successes of all students at KS3.

Responsible for:

- Assisting the Head of Department with the application of appropriate strategies as agreed with the line manager.
- Complying with the assessment and reporting procedures as described in the school's policies.
- In liaison with the appropriate line manager and the Head of Department, ensuring there is provision for students to make optimum progress through appropriate monitoring and assessment for learning.
- Co-ordinating the evaluation and review of the curriculum on an annual basis.
- Assisting the Head of Department in ensuring continuity and progression in the curriculum and in its delivery.
- Leading the development and standardisation of relevant assessment processes, relating to both coursework and terminal examination elements. These will be seen as informing learning and teaching as well as satisfying examination board requirements in an efficient, effective manner.
- Assisting the Head of Department in monitoring effectiveness of delivery of the curriculum.
- Collation of internal assessments at all key stages.
- Being aware of developments in English and leading relevant inset sessions.
- Assisting the Head of Department in monitoring the work of the department and completion of performance management.

Working Time: Full time as specified within the STPCD

Salary/Grade: TLR 2B

Disclosure level: Enhanced

TEACHING

To undertake an appropriate programme of teaching in accordance with the duties of a post threshold teacher.

OPERATIONAL/ STRATEGIC PLANNING:

- Contribute appropriately to the production of all departmental documentation in line with school policies.
- Assist with support for inexperienced and non-specialist staff, e.g. NQTs and BTs.
- Contribute towards the production of department SEF and linked improvement plans, including allocation of resources, rooms, etc.
- Prepare for and contribute to curriculum meetings.

CURRICULUM PROVISION:

- For KS3, assist with establishing suitable, relevant courses which are reviewed in line with national and school policy.
- Manage and maintain programmes of study and schemes of work for courses run within the responsibility area of KS3.
- For the responsibility area, manage and monitor effective assessment, monitoring and recording systems in line with school policy, ensuring that all staff apply them consistently.
- For KS3 English, manage the production of all reporting data written in line with school policy.
- Assist Head of Department in ensuring effective use of base-line test data for individual target setting.
- Monitor and differentiate parallel curriculum for pupils with SEN.

CURRICULUM DEVELOPMENT:

- Support curriculum development within the whole school with particular focus on English.
- Keep up to date with national developments in curriculum areas that ensure optimum performance of students.

STAFF DEVELOPMENT:

- Assist Head of Department with regular department meetings.
- Ensure systematic monitoring of the quality of teaching within the responsibility area, encouraging sharing of good practice.

RECRUITMENT/DEPLOYMENT OF STAFF:

- Ensure effective and regular communication with line manager, teachers, students, parents and the wider community.
- For the responsibility area, inform the Head of Department and pastoral team of any relevant student issues in line with the school policy.
- Ensure regular contact with the learning support staff, developing issues to them and information/advice from them.

QUALITY ASSURANCE:

- For the responsibility area of KS3, monitor all planning for teaching, learning and for assessment for individual students.
- For the responsibility area, monitor all assessments and record keeping through moderation and regular feedback.

MANAGEMENT INFORMATION:

- For the responsibility area, familiarise themselves with all students through careful study of IEPs and EHCPs, files and records disseminating relevant information to all staff in the department.
- For the responsibility area, inform students, parents/carers and the leadership group of successes, progress and other issues.
- For the responsibility area, ensure all reporting and communications are in line with

the whole school policies.

- For the responsibility area in liaison with the Head of Department, pastoral team and pastoral support leaders, use data to set and review targets.
- Keep the Head of Department informed of the progress of students in their area.

MANAGEMENT OF RESOURCES:

- In liaison with the Head of Department, the responsibility for monitoring and ordering of resources.
- For the responsibility area, ensure resources for appropriate department displays and activities are made available to appropriate staff.
- Ensure subject teachers have sufficient materials to deliver, monitor, evaluate and review the work of their students.

PROFESSIONAL STANDARDS & DEVELOPMENT:

- To be a role model to students through personal presentation and professional conduct.
- To arrive in class on or before the start of the lesson, and to begin and end lessons on time.
- To co-operate with the employer in all matters concerning health and safety and specifically to take reasonable care of their own health & safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the school and department handbooks and support all the school's policies e.g. those on health and safety, citizenship, literacy, numeracy and ICT.
- To establish effective working relationships with professional colleagues and associate staff.
- To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- To liaise effectively with parents/carers and with other agencies with responsibility for students' education and pastoral team.
- To undertake any reasonable task as directed by the Head of Department.
- To be aware of the role of the Governing Body of the school and to support it in performing its duties.
- To be familiar with and implement the relevant requirements of the current SEN code of practice and consider the needs of all students within lessons (and to implement specialist advice) especially those who:
 - have SEN;
 - are gifted and talented;
 - are not yet fluent in English.

ADDITIONAL DUTIES:

- To play a full part in the life of the school community, to support its distinctive mission, to attempt to know each and every student and to provide the necessary support so that they make the most of their talents.
- To encourage staff and students to follow this example.
- To carry out before school, break time and after school duties.

OTHER SPECIFIC DUTIES:

- To promote actively the school's corporate policies.
- To continue CPD as agreed.
- To engage actively in the school's performance management scheme.
- To undertake any other reasonable duty as specified by the Headteacher not mentioned in the above.

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

Colleagues will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this Job Description.

SIGNATURES:

The 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.

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
(Teacher)

Signed
(Headteacher)

Dated
(Teacher)

Dated
(Headteacher)

Maria Fidelis Catholic School FCJ

Person Specification

1. Be supportive of the Catholic ethos.
2. Be committed to equal opportunities.
3. Show a commitment to our School Mission “growing through Christ with courage, confidence and dignity.”
4. Be an excellent classroom teacher with experience of successful teaching of English at all levels and abilities in the 11-16 age group, and show an awareness of a variety of teaching and learning strategies.
5. Have proven experience of curriculum development with a thorough knowledge of recent developments in English teaching, the implementation of the National Curriculum and national strategies in English.
6. Have good organisational skills with the ability to communicate effectively both orally and in writing, and have proven ability to lead, motivate and manage a team.
7. Be committed to raising attainment and have an understanding of strategies for achieving this. To organise appropriate forms of assessment, target setting and record keeping relating to National Curriculum and national strategies in English, GCSE and records of achievement, in line with school policies, and monitor their implementation.
8. Organise and promote a wide range of extra-curricular activities.
9. Have an excellent record of attendance and punctuality.