



PLATANOS COLLEGE

An outstanding school for
pupils of all abilities



JOB DESCRIPTION

Job title: Acting Second in Charge of English (KS3)

Job purpose

- To be accountable for the learning and achievement of all students in a Key Stage.
- To be responsible for the transition into and out of the Key Stage in English.
- To provide high quality leadership and management for a Key Stage in English education within the school.
- To develop effective partnership working with other staff to secure high levels of student progress.

Duties and responsibilities

- Work alongside the Director of Learning in her key role and undertake reasonable tasks requested.
- Lead a curriculum focus/ Key Stage/aspect of delivery.
- To deputise for the Director of Learning as required.
- To ensure high standards of learning and teaching and academic attainment and progress for all students within the curriculum area and key stage.
- To monitor the assessment and assessment outcomes in a Key Stage.
- To work with colleagues to develop innovative and engaging schemes of work, lesson plans and related learning resources that accelerate student progress.
- To take a significant part in the development, delivery and the promotion of the Curriculum Area.
- To assist in the management of the resources of the Department.
- Along with the Director of Learning, to devise and implement quality assurance systems, including regular learning observations and work sampling.
- To undertake and support subject-specific staff training and professional development within the curriculum area in question.
- To support the development of the performance management portfolios in English.
- To work with all members of the Pastoral Team when student's progress is limited by negative attitudes, misbehaviour, unsatisfactory attendance and punctuality, long term illness or other factors so that effective appropriate intervention strategies can be put into place.
- To support the Director of Learning in ensuring that the objectives set out in the department development plan as well as the SIP are met.
- To teach pupils and ensure the high quality delivery of the curriculum.

Responsibility for a Key Stage in English to include

- Organisation of enrichment activities KS3

- Overall responsibility for Schemes of Work and assessment including Assessment for Learning KS3.
- Liaise with Accelerated Reader coordinator to monitor data and impact.
- Overall responsibility for Key Stage results.
- Analyse subject specific baseline and progress data in order to devise and coordinate effective intervention strategies throughout KS3.
- Monitoring impact of intervention and progress of key groups including Pupil Premium pupils.
- Monitor Key Stage provision in subject; curriculum quality assurance.
- Coordinate with SEND support.
- Manage Setting for KS3.

Other

- The post holder will be expected to undertake any other reasonable associated duties as directed by the Executive Headteacher/senior leadership team.
- Participate in and support the Performance Management Policy.
- Assist in the development of the School Improvement Plan and its review mechanism.
- Support the school's health and safety and safeguarding policy and procedures.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- Take part in school events and extra-curricular activities.
- To manage yourself and your professional relationships well.
- Implement equal opportunities in all aspects of school life.
- Implement and abide by all school policies and procedures.
- A thorough understanding and commitment to the Teachers' Standards and other related national standards.
- Promote the welfare and safeguarding of all pupils.
- A commitment to remain up-to-date and familiar with local and national developments, trends and statutory requirements in relation to all areas of the role.

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

This job description will be reviewed where necessary and may be subject to amendment at any time after consultation with the post holder to reflect or anticipate changes in the job which are commensurate with the grade and job title. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must undergo an enhanced DBS check and checked against the DBS Barred List. Offer of employment is subject to the receipt of satisfactory references.

PERSON SPECIFICATION

Job title: Acting Second in Charge of English (KS3)

Qualifications and Experience	Essential	Desirable
1. Qualified Teacher status	✓	
2. Graduate Degree or equivalent	✓	
3. Postgraduate Degree		✓
4. Experience or additional qualifications relevant to the role	✓	
5. Experience or significant success/good track record as a teacher	✓	
6. Relevant experience in the management of a similar setting		✓
7. Experience in a school of similar ethnic/social diversity facing similar challenges		✓
Knowledge, skills and practice	Essential	Desirable
8. Good or Outstanding teaching and learning practice	✓	
9. Skills relevant to the role	✓	
10. Thorough knowledge and understanding of the relevant Key Stages, subject and curricular issues and an interest in earlier and later years education.	✓	
11. Ability to utilise databases and analyse data to drive improvements in pupil achievement	✓	
12. Able to maintain appropriate records and manage information effectively so that the school is able to account for all aspects of performance to governors and others	✓	
13. Committed to inclusion and to equality of opportunity for all, and to the central role of equalities both in employment practice and in the formation and implementation of policies	✓	
14. Uncompromising commitment to high expectations of pupils, driving excellence in their learning and achievement	✓	
15. Systematic and rigorous evaluation in identifying strengths and weaknesses for improving standards and pupil achievement	✓	
16. Excellent literacy and numeracy skills	✓	
17. Good understanding and commitment to high standards of safeguarding and health and safety	✓	
Developing self and working with others	Essential	Desirable

18. Committed to CPD for self and others	✓	
19. Uses feedback effectively	✓	
20. Able to relate well to staff and pupils of all backgrounds, and to foster an ethos of mutual respect	✓	
Organisation	Essential	Desirable
21. Highly organised, but flexible	✓	
22. A team player as well as an intuitive individual	✓	
Securing accountability	Essential	Desirable
23. Uncompromising commitment to high expectations and standards, and strongly focused on improvement and outcomes	✓	
24. Uses a variety of tools to monitor progress of self and pupils, including self-review, data and evaluation/feedback	✓	
Strengthening community	Essential	Desirable
25. Committed to raising the achievement and life chances of all pupils, particularly those facing disadvantage. Sound understanding of best practice relating to anti-discrimination, equalities and safeguarding/child protection	✓	
Personal attributes	Essential	Desirable
26. Determination, hard-working, consistent, personal rigour, loyalty and commitment to the school's values, honesty and integrity	✓	
27. Great communication and team working skills	✓	
28. Reflective and willing to adapt to changing situations and ideas	✓	
29. Sound judgement, insight and foresight	✓	
30. Approachable, enthusiastic, inspirational and motivating	✓	
31. Professional with a commitment to observing all policies including safeguarding and confidentiality	✓	

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