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|  | **Second in Command in English** |
| Role Title | 2ic English |
| Job Purpose- general | *Second in Department:*   * To deputise for the HoD in their absence and whenever necessary * To lead on particular areas of responsibility with the department (to be identifies in Liaison with Head of Department – typically this might be a particular Key Stage) * To contribute to the smooth running of the department by working closely with the HoD and the team members and by helping to ensure that the strategic direction of the department’s progress and activity is in tune with the Governor’s Strategic Plan.   *As a deputy middle leader:*   * To help write, monitor and evaluate the department’s Development plan * To help strengthen the department’s organisational capacity by leading effectively its day-to-day management. * To help raise student attainment across all key stages. * To contribute to supervising and leading all staff to ensure the effective operation of the department. * To contribute to the implementation of school policies and procedures. * To help manage the available resources of space, money and equipment efficiently and within budget   *As a teacher:*   * Consistently meet the Teacher Standards, and by focussing on the basic, deliver high quality teaching and learning that conforms to department, whole school and national expectations   *In common with all staff:*   * Act as a positive role model for the students and as an ambassador for the school at all times. Be fully aware of, and act on Child Protection procedures whenever necessary and ensure all activity is in tune with the whole school development plan and the Staff Code of Conduct.   *Responsible for:*   * Assigned teaching & support staff and students within the department.   *Liaising with:*   * Head of Department, team members, parents, and senior leadership when deputising for the Head of Department. |
| Job Purpose - specific | *To provide support to the Head of English to facilitate successful development and promotion of:*   * Raising standards of students attainment * Appropriate syllabuses, resources and schemes of work * Monitoring student progress and overseeing appropriate intervention where necessary * Monitoring and improving teaching and learning within the department * SMSC * Differentiation to ensure that all groups have their needs met * Literacy and Numeracy * Awareness of national developments for the curriculum area * The importance of extra-curricular activities   *Performance management of:*   * Identified staff within the department |
| Leadership  Attributes | * Loyalty to STS, its vision, strategic plan and corporate image, and always being mindful of the necessity to positively promote the school; * Clear and concise communication of vision, instruction, initiative, praise and areas for development to all members of the community, as is appropriate; * Leading by example at all times, displaying professionalism, transparency, consistency and moral integrity; * High expectations of ourselves, our colleagues and our students; * Being courageous and proactive, while displaying the ability to show initiative and sound judgement in relentlessly seeking and securing school improvement; * Having an excellent understanding of personal accountability and the ability to hold others to account; * Being self-reflective, ready to learn, resilient and displaying the ability to admit mistakes and rectify them; * Being supportive in the development of colleagues, approachable and reasonable by understanding the important balance between securing on-going staff well-being and improving standards; * Acknowledging, remembering and respecting the contribution of all members of the community to the school’s success; * Remaining focussed at all times by remembering that we are responsible for the education and well-being of our students. |
| Line Manager | *Accountable to/line managed by:*  Head of Department |
| Notes | All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher 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. 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. |
| Pay Scale | TLR 2b |
| Name |  |
| Signature |  |
| Date |  |