



Job Description	
JOB TITLE	2 I/C of Department
PHASE	Secondary
REPORTING TO	Head of Department
RESPONSIBLE FOR	Specified Curriculum Area
Job Purpose	
<p>Teachers receiving Teaching and Learning Responsibility payments provide professional leadership and management for their subject area and are secure in quality first and adaptive teaching. They can effectively create and use resources and improved standards of learning and achievement for all pupils. They are accountable for significant, specified responsibilities focused on teaching and learning, that is not required of all classroom teachers.</p> <ul style="list-style-type: none">• To implement and deliver an appropriately broad, balanced, relevant and aspirational curriculum for pupils.• To monitor and support the overall progress and development of pupils as a teacher and form tutor.• To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential and celebrate that achievement.• To contribute to raising standards of pupil attainment.• To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.• To develop and be accountable for a particular area of the department in discussion with the Head of Department and the SLT.• To be accountable for further delegated responsibilities within the department or at a whole school level.• To assist the Head of Department to raise achievements across the department.• To model and showcase outstanding practice.	
Duties and Responsibilities	
<p>Operational/Strategic Planning</p> <ul style="list-style-type: none">• To assist in the development of appropriate programmes of study, resources, schemes of work, assessment and teaching strategies in the department.• To contribute to the department's development plan and its effective implementation.• To plan and prepare courses and lessons.• To contribute to the whole Academy's planning activities.	



Curriculum Provision

- To assist the Head of Department to ensure that the department has an appropriate and ambitious curriculum embedded across all key stages.

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Academy's Aims and Development Plan objectives.

Staff Development/Recruitment/Deployment of Staff

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations of that team and within the Academy as a whole.

Quality Assurance

- To help to implement Academy quality assurance procedures and to adhere to them.
- To contribute to the process of monitoring and evaluation of the department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the Academy.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Communications

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.



Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner Academies.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process identifying and allocation of equipment and materials.
- To assist the Leader of Learning to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the pupils.

Pastoral System

- To be a Form Tutor to an assigned group of pupils or a support tutor to a year group.
- To promote positive emotional health and well-being to help pupils to understand and express their feelings and build their confidence and emotional resilience, and therefore their capacity to learn.
- To liaise with the Leaders of Learning: Personal Development to ensure the implementation of the Academy's Pastoral System.
- To register pupils, accompany them to assemblies and help supervise them, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- To evaluate and monitor the progress of pupils and keep up to date pupil records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the Academy concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- To apply the systems of rewards and behaviour management, both in and out of class, so that effective learning can take place.

Teaching

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupils in Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that Literacy, Numeracy, Cultural Capital and Assessment for Learning are reflected in the teaching and learning experience of pupils.
- To undertake a designated programme of teaching.



- To ensure a high-quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update learning materials.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To communicate as appropriate, (telephone, letters home etc.) with parents of pupils to keep them updated as to the pupils' progress within the subject area.
- To set appropriate work for pupils in the case of planned absence.

Other Specific Duties

- To play a full part in the life of the Academy community to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To support the Academy in fulfilling its policy of achieving full and active participation in all assemblies.
- To promote actively the Academy's corporate policies, aims, objectives and development plan.
- To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate.
- To actively engage in the published duty rota.
- Responsible for a full learning experience, guidance and support for pupils.
- Liaising with Senior staff, teaching/support staff, external agencies and parents.
- To undertake any other duty as specified by the Principal 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.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Maritime Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.



Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business.
- This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use.
- Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.



Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Second In Charge within Thinking Schools Academy Trust

Name:

Signed:

Date: