

Job Description	
POST TITLE	Second in department (English)
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.	
SCALE	TLR2b
PURPOSE OF THE JOB	To be accountable for provision and outcomes for all students in the subject.
RESPONSIBLE TO	Principal and Director of English and languages
RESPONSIBLE FOR	<p>Excellent progress of all students in key stage through the management of:</p> <ul style="list-style-type: none"> • Curriculum • Assessment • Tracking and intervention • Parental / Carer engagement • Behaviour • Homework • Transition <p>To lead on areas of responsibility across department agreed with Principal and Director (eg: assessment, monitoring, parent/carer engagement, homework)</p>
Heyford Park Free School recognises and values continued professional development. Therefore, training opportunities will be made available as appropriate or necessary.	

EMPLOYMENT DUTIES

The school acknowledges the strong relationship between the quality of school leadership and the outcomes for pupils, the Standards for School Leadership recognise the key role school leaders play in providing professional leadership and management in order to improve outcomes for all pupils. These standards identify the knowledge and understanding, skills and professional attributes needed by the school's leadership in order to ensure the school builds leadership sustainability that is rooted in promotion of excellence, equity and high expectations for all pupils.

Vision and purpose:

1. To be accountable for the teaching and learning, curriculum, achievement, attendance and behaviour of all students in subject in areas of responsibility.
2. To develop a positive ethos within subject which promotes engagement, high aspirations and achievement.
3. To provide high quality leadership and management for the subject team for areas of responsibility
4. To secure high levels of student progress by developing effective partnerships with Senior Leaders, Directors of Learning, Heads of Department, SENCO and the Student Services team.
5. To utilize data to target underachievement and provision of necessary interventions for areas of responsibility.
6. To develop effective links with parents/carers of students in area of responsibility
7. To deputize for the Director of Learning.
8. Ensure sound financial management of budgets responsible for ensuring value for money.
9. To ensure legal compliance in relation to responsibilities.
10. Ensure school improvement in the above areas.

Accountable for:**Vision and direction:**

1. Leadership and implementation of the vision for the subject in areas of responsibility ensuring high aspirations for the achievement, behavior, personal development, engagement and attendance of every student in the subject within the school.
2. Quality assurance of the work of the subject in areas of responsibility to inform an accurate self-evaluation to inform future planning.
3. Support the Director of Learning in management and promotion of the subject to ensure a positive profile within the school and outside the school.

Leading the Department:

1. Leadership, management and development of the strategy for ensuring high standards in relation to outcomes and provision in areas of responsibility.
2. Management of the quality assurance of the department's work in areas of responsibility to ensure high standards in relation to outcomes and provision.
3. Leadership, management and development of effective arrangements for the induction of students in areas of responsibility in the subject joining during the academic year.
4. With the Director of Learning, leadership and management of resourcing and financing to ensure effective provision and outcomes.
5. Leadership, management and promotion of the school policies across the department in areas of responsibility to ensure high standards in relation to provision and outcomes.
6. Management of information, data recording and reporting in relation to the subject in areas of responsibility ensuring compliancy.

Leading teaching, learning and curriculum:

1. Leadership, management and development of high quality first teaching across the department and in areas of responsibility to secure strong engagement and outcomes for all students.

2. Leadership, management and development of the curriculum across the department to secure strong engagement and outcomes in areas of responsibility.
3. Monitor the performance of key stage responsibility students within the department and identify appropriate intervention to tackle under-performance.
4. Manage the evaluation of the impact of intervention to inform future plans in areas of responsibility.
5. Leadership and management of the quality assurance of the department's provision and outcomes in areas of responsibility.
6. Evaluation of areas of responsibility to inform future planning.

Leading People:

1. Leadership, management and development of areas of responsibility team to ensure impact quality of provision and outcomes.
2. Manage the development of staff within department in relation to areas of responsibility to ensure both skills and confidence enable the vision to be realized.

Leading the Community

With the Director of Learning:

1. Lead, manage and develop effective links with parents based on partnership working and approaches to promote high standards of achievement and behaviours for learning.
2. Lead, manage and develop effective partnerships with teams within the school to promote high standards of achievement and behaviours for learning.
3. Lead, manage and develop effective external partnerships to promote strong engagement and outcomes in the subject.

Performance management:

Participating in the School's arrangements for performance management, professional development and the School's arrangements for quality assurance and internal verification.

General responsibilities:

1. Act as a model for school values.
2. Monitor & evaluate contribution and impact of other staff to department improvement in relation to school priorities and policies.
3. Fulfil the general duties of a main scale teacher (see JD for mainscale teacher)
4. Undertake other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.