

Job description: Second in Charge of English

Location	St Mark's Academy, Acacia Road, Mitcham, CR4 1SF
Contract term	Permanent
Full time/term time	Full-time
Pay range	Teachers' Main Pay Scale / Upper Pay Scale (Inner London) £36,745 - £56,959 plus TLR2b £5,007
Reporting to	Head of Department - English

Job purpose

- To plan and prepare stimulating and engaging lessons according to the National Curriculum. To teach and assess pupils in their learning to inform future progress and ensure the highest achievement appropriate to each child's ability.
- To undertake the full range of professional duties outlined in the School teachers pay and conditions document. (Part 12 of the 2006 document).
- To undertake and lead training in innovative and impactful approaches to instructional coaching, and ensure that St Mark's Academy's approach to CPD takes all teachers on a constant journey of development and transformation.

Main duties and responsibilities

- To coach, mentor and support other English colleague to develop their practice.
- To instigate and develop an innovative approach to English lessons that will stimulate all students to achieve their full potential.
- To aid in development and implementation of a well sequenced curriculum in English and ensure the delivery of a high quality English provision in all curricular and extra-curricular activities.
- To ensure that success within the department is celebrated.
- Use local and national data and other information in order to provide: a comparative baseline for evaluating learners' progress and attainment; a means of judging their effectiveness of their teaching; a basis for improving teaching and learning.
- Research and evaluate innovative curricular practises and draw on research outcomes and other courses of external evidence to inform own practice and that of colleagues.
- Work alongside The Head of English to create and develop opportunities for cross curricular collaboration.
- Planning lessons, in the short, medium and long term, appropriate to all pupils to be taught, according to the academy's planning policy; taking a full part in joint planning where appropriate.
- Teaching planned lessons to assigned pupils according to their educational needs, ensuring that appropriate targets are set and achievement monitored to inform future planning.

- Setting and marking of work, adapted appropriately, to be completed at the academy and at home where appropriate, ensuring that pupils are set challenging, but achievable targets and encouraged to excel.
- To use all available data produced by the Academy to inform the setting of appropriate targets and tracking pupils in their classes.
- To use the academy's rewards and sanctions system effectively. To establish a learning culture within the classroom where children are positively supported and encouraged to do well in a climate of equal opportunity and security.
- To provide guidance and support to students in the assigned tutor group, liaising with the appropriate Head of Year and Heads of Department where concerns arise.
- To provide support to students in the tutor or teaching group who are at risk of underachievement or who are experiencing difficulty to ensure that they have access to the correct support internally or externally, keeping a log of actions and support provided and following up referrals if necessary.
- Provide support and advice to parents and carers of pupils, building positive relationships to encourage their involvement in their child's education and provide feedback on children's progress.
- Monitor and record pupil progress according to the policy of the academy completing reports to parents as required by the Principal and Governors. Undertake other routine admin tasks when required.
- To deliver the national Curriculum using a variety of teaching styles and methods to stimulate interest and ensure full class participation, advising others and assisting in preparation of teaching materials where required.
- To assess and prepare students thoroughly for internal and external examination entry or other appropriate accreditation, including the provision of study skills advice.
- To check the attendance of all assigned students at classes according to the register and follow up any unauthorised absence for the teaching sessions for which they are responsible.
- To maintain good standards of classroom behaviour in the classroom and elsewhere encouraging positive behaviour and development of positive social skills. Ensure that uniform and behaviour policies are adhered to within teaching groups and the Church of England ethos of the academy is supported through actions.
- Ensure the Health & Safety and well-being of pupils in the classroom and elsewhere by assessing risks in planned and day-to-day activities and reducing any risks to an acceptable level.
- When appropriate, to direct the work of other staff or adults working in the classroom to ensure that they are fully briefed on their role and where possible involved in planning and evaluating the pupil achievements.
- To take an active part in meetings, where appropriate, making a positive contribution and supporting the academy policies and good practice i.e. in staff meetings, parents evening and training events.
- Any other activities, which reasonably match the level of responsibility for the post and are within the guidance given in the schoolteachers pay and conditions document and The Education (Specified Work and Registration) (England) Regulations 2003.

Knowledge & Expertise

- Have an excellent knowledge of and infectious enthusiasm for the subject.
- To have an in-depth experience of working with young people across English.

- To be passionate about developing their pedagogy and responsive teaching methodology.
- Maintain an up to date knowledge of curriculum development, including qualifications and examinations, for their subject area.

Developing a Vision & Shaping the Future

- Development of a vision of how the curriculum area you are responsible for will raise aspiration and achievement both within the academy and the wider community
- Developing and leading action plans to enable this vision to happen.
- Leading the development of curriculum materials, including schemes of work that meet the needs of learners and enable students to enjoy and achieve.
- Promoting the opportunities the English curriculum brings to the academy, including developing enrichment opportunities such as after-school clubs and trips and visits.

Tracking & Intervention

- Ensure that effective assessment of learning is taking place within the classroom
- Maintain tracking systems for aspects of the curriculum area which inform academy assessment and data collection procedures.
- Track and monitor student performance within aspects of the curriculum area, including analyses of examination results.
- Identify causes for concern and put in place appropriate intervention to raise achievement.

Communications

- Develop and maintain appropriate routes of communication with students, staff and parents
- Ensure that high quality, stimulating displays are maintained in classrooms and corridors within the curriculum area
- Maintain current curriculum information on the academy website and TEAMS.

Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- To show a record of excellent attendance and punctuality.



- To adhere to the Academy's Dress Code & Staff Code of Conduct.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Second in Charge of English

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Degree level qualification	✓	
Teaching experience in key stages 3, 4,5 (or equivalent)	✓	
Post graduate teaching qualification		✓
Relevant training and professional development such as NPQML		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
At least three years' successful teaching experience	✓	
Evidence of achieving excellent outcomes in KS5 Chemistry	✓	
Evidence of consistently good teaching and learning	✓	
Excellent subject knowledge	✓	
Good knowledge of current curriculum development in your subject area	✓	
An understanding of how to use assessment to inform planning for good teaching and learning	✓	
The ability to differentiate materials to meet the needs of learners	✓	
The ability to use data to inform planning	✓	
Evidence of pastoral experience, including taking responsibility for a form group	✓	
An interest in the wider curriculum	✓	
A good understanding of the principles of Assessment for Learning	✓	

Evidence of using data to put in place successful intervention strategies to raise achievement	✓	
Teaching experience in key stages 3&4 across Biology, Chemistry and Physics		✓
The ability to offer an extra-curricular activity		✓
Successful teaching experience in an urban school		✓

Leadership & management <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to inspire and enthuse colleagues	✓	
The ability to evaluate standards of teaching and learning within your department	✓	
Evidence of using data to challenge underperformance and raise standards		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
A willingness to learn and develop new skills	✓	
The ambition to continue to progress in your career	✓	
A desire to make a difference to the lives of young people	✓	
To work proactively within the Christian ethos of the academy	✓	
An excellent attendance record	✓	