

## Southgate School Job Description

**Post:** Second in Charge

**Subject:** MFL

**Grade :** MPS/UPS + TLR2b

**Safeguarding Children:** This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**A teacher at Southgate School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document (appendix 1) and the expectations on the role of a Tutor (appendix 2) and as outlined in the MLT Pay Policy**

### Responsibilities

#### Teaching & Learning

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- To teach high quality and relevant **lessons** to be delivered in line with the schools Teaching & Learning policy. These lessons should be well planned, provide appropriate challenge for all groups of learners and follow an agreed SOL.
- To contribute to the **departments curriculum and the development of appropriate resources**
- To contribute to the provision of **extra-curricular opportunities** for students across the Key Stages
- To take part in **department meetings** according to the school calendar.
- To contribute to the departments Department Improvement Plan and its implementation
- To ensure non negotiables are consistently applied in lessons

#### Monitoring, Assessment & Feedback

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- To be accountable for **student outcomes** and quality of education within your individual classes
- To carry out regular **assessment** opportunities in line with the departmental assessment policy and to contribute to accurate **moderation** of assessment
- To ensure student progress is accurately **monitored** and **reported** on for individual class groups. This includes setting appropriate **targets**
- To ensure effective **communication** with parents, including the **reporting** process and attendance at **Parents Evenings**
- To review individual **Exam performance**
- To provide regular **feedback** for all students in line with the school's marking policy and ensure that **students act** on this feedback
- To provide **formative assessment** opportunities for students

- To ensure **Controlled Assessment where appropriate** conditions are met in the classroom according to the school's policy and exam board regulations

#### **The 2i/c is also responsible for deputising for the Head of Department in the following areas;**

- To participate in **Leadership Team** meetings and **SLT Link** meetings
- To run effective and developmental **department meetings** that share best practice, according to the planned schedule of meetings
- To ensure appropriate **cover work** is set in staff absence.

#### **The 2i/c is also responsible for supporting the Head of Department with all of the following areas for KS4.**

(for the professional development on a 2i/c, they would be expected to carry out 2 of these roles annually.

These would be decided through discussion with the HOD and SLT Link and should be reviewed as part of the final appraisal process ready for the year ahead.)

#### **Continual Professional Learning**

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- To be a positive **role model**
- To take part in the **appraisal process**
- To take part in **continual professional learning** where appropriate
- To attend in **Continual Professional learning sessions** according to the school calendar
- To contribute to **teamwork** and **effective working relationships** within the department.

#### **Behaviour & Climate for learning**

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- To be responsible for **student behaviour** in the classroom and ensuring the whole school policy on behaviour is followed. To work with the HOD and involve the Support & Intervention Team where necessary
- To provide a safe and positive learning environment for students to learn in the classroom through high quality **display** that is changed annually according to school policy and to ensure the learning environment is kept tidy.

#### **Promotion of school**

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- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**
- To promote, advocate and follow all **school policies**.

#### **Form Tutor Responsibilities**

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The role of the Tutor is crucial in ensuring a consistent approach to the care and monitoring of students' progress, behaviour, attendance and wellbeing. There are clear expectations on the role of a Tutor:

- To create a positive environment, establishing and encouraging good student/teacher and peer relationships as well as developing both a Tutor Group and school community ethos

- To follow the tutorial programme as set out and designed by the Head of Year
- To deliver the pastoral curriculum and British Values through the weekly tutorial programme of PSHE
- To monitor student behaviour and achievement through SIMS and implement sanctions and rewards as per the Positive Behaviour Policy including the monitoring of detention cards and E-praise
- To inform Head of Year of any significant concerns or issues
- To promote, maintain and monitor attendance and punctuality in liaison with Head of Year and Attendance Officer
- To be mindful of Safeguarding policies and procedures with specific regard to members of the Tutor Group
- To play an active role in promoting appropriate uniform and follow established procedures should any student breach uniform expectations
- To establish positive parent relationships and communicate home regularly with the parents of the Tutor Group
- To arrive on time to assemblies and actively supervise the students
- To monitor and review student progress using the data provided
- To check register trays on a daily basis and ensure the distribution of all letters and notices in a timely manner
- To regularly check the Year Team email for notifications and guidance

## PERSON SPECIFICATION

Post:	Second in Charge
Subject:	MFL
Grade:	MPS/UPS + TLR2b (£5,355)

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>Qualified teaching status (Part 1)</li> </ul>	
Experience	
<ul style="list-style-type: none"> <li>Proven classroom expertise or have 1 or more years' experience.</li> <li>An ability to plan, deliver and evaluate sequences of work and individual lessons.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding and knowledge of the appropriate use of a range of differentiation techniques</li> </ul>
Knowledge/Skills (Ability to)	
<ul style="list-style-type: none"> <li>An ability to plan, deliver and evaluate sequences of work and individual lessons.</li> <li>An enthusiasm for the subject and an ability to promote a sense that their subject is enjoyable.</li> <li>An ability to constantly monitor students' achievements and adapt teaching to the needs of the class.</li> <li>An ability to contribute to the development and promotion of their subject at KS3 and KS4.</li> <li>The ability to contribute to the work within the department, both as a member of a team and individually.</li> <li>An ability to contribute to the development of their subject curriculum in an effort to raise standards continuously.</li> </ul>	

### Personal / Other Relevant Attributes

- A commitment to the promotion of anti-sexism, anti-racism and equality of opportunity in all aspects of their work within the school.
- A willingness to contribute to the extra-curricular activities within the department and support ongoing projects.
- A willingness to learn new skills and develop existing skills as a part of a programme of professional development, with the aim of using this development to further their career.
- Personal qualities and skills that can contribute to the school's pastoral system.
- An ability to organise effectively their workload, be energetic and have a sense of humour.

The information on this form will be the basis on which the applicants will be assessed for short listing purposes.