



Job Description

General Information

Job Title: Second in Charge (2i/c) of Department **JD Code:** JDT03 (HA Core)

Reports to: Subject Senior Leader

Line Management:

The post holder will be accountable to the Subject Senior Leader for all initiatives related to this post.

Job Purpose:

- Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To support the Subject Leader and to deputise when and where appropriate.
- To contribute in raising standards of student attainment and achievement within the department and to monitor and support student progress.
- To be accountable for student progress and development within the department.
- To assist in the development and enhance the teaching practice of others.
- To support in the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies.
- To assist in leading, managing and developing the department.
- To assist in effectively managing and deploying teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
- To support the implementation of whole school literacy and numeracy.
- To support and develop the quality of learning for students within the department.

Job Accountabilities:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To support the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To assist in monitoring and following up student progress.
- To work with colleagues to formulate aims, objectives and strategic plans for the



department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.

- To assist in management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school.
- To support in linking with other post holders to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To assist in liaising with the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and School Evaluation.
- To support in the development and delivery of the subject area.
- To assist in the curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To support in monitoring actively and responding to curriculum development and initiatives at national, regional and local levels.
- To assist in liaising with the Senior Leadership Team to maintain accreditation with the relevant examination and validating bodies
- To support in ensuring that the development of the subject area is in line with national developments.
- To support in working with the Assistant Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue own professional development as agreed with the Assistant Principal.
- To assist in the efficient and effective deployment of the department's technicians/support staff.
- To assist in the Performance Management Process for a group of staff within a designated department.
- To support in making appropriate arrangements for classes when staff are absent.
- To participate in the interview process for teaching posts when required and to assist in the effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To support in the day-to-day management of staff within the department and act as a positive role model.
- To assist in ensuring the effective operation of quality assurance systems.
- To support in establishing the process of the setting of targets within the department and to work towards their achievement.
- To support in establishing common standards of practice within the department and assist in developing the effectiveness of teaching and learning styles in all subject areas within the department.



- To contribute to the school procedures for monitoring the quality of teaching and learning.
- To assist in implementing school quality procedures and to ensure adherence to those within the department.
- To assist in monitoring and evaluating the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To support in seeking/implementing modification and improvement where required.
- To support in ensuring that the department's quality procedures meet the requirements of the Self Evaluation and the Strategic Plan.
- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To assist in making use of analysis and evaluating performance data provided.
- To assist in identifying and taking appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To assist in producing reports within the quality assurance cycle for the department.
- To support in production of reports on examination performance, including the use of value-added data.
- In conjunction with Data Manager, to support in the management of the department's collection of data.
- To assist in providing the Governing Body with relevant information relating to the departmental performance and development.
- To assist in ensuring that all members of the department are familiar with its aims and objectives.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To support in representing the department's views and interests.
- To support in the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- To assist in promoting actively the development of effective subject links with external agencies.
- To support in managing the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To support in working with the Assistant Principal in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.
- To monitor and support the overall progress and development of students within the



department.

- To support in monitoring student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role.
- To contribute to PSHE, citizenship and enterprise according to school policy.
- To assist in ensuring the Behaviour Management system is implemented in the department so that effective learning can take place.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- any other duty deemed by the Principal to be appropriate to this post.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL
A. Education and training	<ul style="list-style-type: none"> To hold a degree or equivalent qualification. To be a qualified teacher.
B. Skills and abilities	<p>Shown the ability to (in consultation with others):</p> <ul style="list-style-type: none"> establish and review targets and make decisions; relate to and work with others as a member of a team.
C. Special knowledge	<ul style="list-style-type: none"> To have knowledge of developments with regard to the National Curriculum and other Government initiatives. To understand the process of learning. To understand curriculum continuity and progression. To have knowledge of issues in the area of special needs.
D. Personal qualities	<p>Evidence of:</p> <ul style="list-style-type: none"> the ability to relate to and motivate staff, parents and students; the ability to listen to and understand others; constant and consistent expectations of high standards.
E. Approach to work	<p>Evidence of:</p> <ul style="list-style-type: none"> high motivation and professional commitment; a commitment to student-centred education; a commitment to involving parents as partners in the education process; a commitment to and understanding of equality of opportunity

Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;

In addition, the post holder should have the ability to:

- vocalise the school's vision and aspiration to be a World class school



WADE DEACON TRUST

- be flexible to adapt to change
- be a role model and act as an ambassador for Halewood Academy in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.