



# The Gregg Schools Trust Job Description



**JOB TITLE:** Second in English and Media Studies

**Accountable to:** The Headteacher of The Gregg School

**Hours:** Full time

**Responsible for:** To support the Head of Department in the leadership and management of the curriculum for Mathematics.

**Salary:** Main Scale plus 1 management point

## ROLE SUMMARY:

The Second in English is responsible to the Head of Department for working under their direction to ensure that every student experiences a high quality of education in the subject, which meets their individual needs and allows them to experience success at a level commensurate with their ability.

## KEY RESPONSIBILITIES

The key responsibilities for this post are set out below, but it should be noted that this is not an exhaustive list and there may be other matters that should reasonably be asked of the post holder.

### Operational & Strategic

- To support development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To support the head of department in ensuring high common standards of practice within the subject area and the development of effective of teaching and learning styles within the department.
- Under the Head of Department's direction, the day-to-day management, control, and operation of course provision with the department, including effective deployment of staff and physical resources.

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- To actively monitor and follow up student progress.
- To work with the Head of Department to formulate aims, objectives and department development plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To work strategically to develop independent learning and thinking skills in the subject.
- To ensure effective communication/consultation with students and their parents

### **Curriculum**

- To work with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and evaluation process.
- To support the Head of Department in promoting the development and inclusion of Literacy, SMSC, Personal Development and Wellbeing, student welfare and wellbeing issues within the curriculum area.

### **Monitoring**

- To support the Head of Department in effective operation of quality control systems.
- To assist the Head of Department in the monitoring and evaluation of the department in line with agreed school monitoring procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

### **Tracking & Reporting of Student Progress**

- To ensure that subject staff maintain appropriate records and provide accurate information on student attainment and progress, and meet deadlines for the central collection and reporting of attainment and progress data
- To monitor student progress across the subject area, and to identify and take action to improve underperformance.
- To adhere to the Gregg School's Code of Practice for Handling Personal Information and ensure that the department is compliant with the requirements of GDPR when dealing with students' personal data

## **POSITION IN THE ORGANISATION:**

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**Reporting to:** The Head of English and Media Studies

**Responsible for:** Teaching staff and other relevant personnel within the department.

## **COVER FOR ABSENCES:**

The post holder will be expected to cover the teaching of colleagues who are absent as required

## **REVIEW OF JOB DESCRIPTION AND ROLE:**

This Job description and role will be reviewed by the post holder and their line manager no later than one year from the post holder's commencement date. Any changes or amendments within the year will be in discussion with the post holder.

## **OTHER RESPONSIBILITIES:**

To undertake any reasonable school specific duties that aid the smooth running of the school.

### **Health & Safety**

It is the responsibility of all employees to work with managers and the Trust as a whole to achieve a healthy and safe environment and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

### **Equality and Diversity**

It is the responsibility of all employees to support The Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of The Trust's Equality and Diversity Policy and other relevant policies.

### **Data Security**

As an employee you will have access to information that is sensitive to either an individual (staff, parents, children or others) and/or to The Trust. You are reminded that in accordance with the requirements of The Trust's Code of Conduct when Handling Personal Information, Data Protection Act 1998 etc and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

### **Rehabilitation of Offenders Act 1974**

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are

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'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within The Trust but must be declared in writing at the appropriate stage during the recruitment process.

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### **Performance Management and Personal Development Planning**

The Trust is committed to providing a high quality service through the effective management and development of its employees. The Performance Management and Personal Development Planning process ensures that The Trust is able to achieve its key aims by delivering cost effective, high quality and responsive education. This process allows employees to understand how their contribution fits within the overall aims. All staff will be expected to participate fully in the Performance Management and Professional Development process and comply with the relevant Policy.

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