



Job Description

Job Title	2ND I/C ENGLISH
Reports to	Head of Department
Job Purpose	<p>Assisting the Head of English in the development and implementation of the English curriculum.</p> <p>As a member of the English department and school staff body, to take a leading role in the establishment and implementation of The Coopers' Company and Coborn School English curriculum and assist the Head of Department in the development and implementation of strategy.</p>
Duties	<p><i>Accountabilities – Specific</i></p> <ul style="list-style-type: none">▪ To assist the Head of Department in ensuring that English lessons have breadth, balance and progression, provide students with their full academic entitlement, are sufficiently flexible and customised to meet the changing needs of individuals and groups and that there are highly tailored programmes for students with different and specific educational needs.▪ To teach English lessons to specific classes and across key stages, including Key Stage 5.▪ Work with the Head of Department and English Department to ensure the development and successful implementation of the English curriculum.▪ Ensure that students develop high-level skills in oracy, literacy, numeracy and ICT.▪ Work with the Head of Department and English Department to ensure that challenging individual learning targets are set and that progress towards these targets is regularly monitored.▪ Support the Head of Department with oversight of literacy programmes.▪ Working with the Head of Department and the English Department, to develop and implement robust and effective systems for tracking student progress.▪ To contribute to the monitoring and analysis of the impact of learning and progress of all students across the English curriculum.▪ To contribute to the identification of underperforming students and groups of students.▪ To implement effective and timely learning interventions in respect of underperforming students.▪ To have responsibility for a specific Key Stage within the English department.▪ To line manage specified members of staff, as required.▪ To carry out robust self-evaluation and analysis of impact.▪ Ensure that curriculum provision promotes the spiritual, moral, social and cultural development of students.▪ To develop and implement subject specific extra-curriculum and enrichment opportunities.▪ To communicate the department vision and strategies to stakeholders when required.▪ To quality assure the development of materials linked to Key Stage responsibility.

	<p><i>Accountabilities – Generic</i></p> <ul style="list-style-type: none"> ▪ Undertake teaching commitments, either as lead practitioner or as classroom support, as directed by the Headteacher. ▪ To ensure that all teaching is delivered in accordance with the Teachers’ Standards and in line with Coopers’ policies, procedures and guidance. ▪ Ensure that all students receive excellent pastoral care and support. ▪ Contribute as required to whole school enrichment. ▪ Serve as a role model based on high standards and professional conduct. ▪ Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person. ▪ To comply with the school’s Code of Conduct. ▪ Maintain confidentiality in relation to all work undertaken. ▪ Contribute to the safeguarding and promotion of the welfare and personal care of children and young people and with regard to Child Protection procedures. ▪ Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. ▪ Co-operate with the employer on all issues to do with Health, Safety & Welfare. ▪ Undertake any necessary professional development. ▪ Carry out such duties as may be reasonably assigned by the Headteacher. •
<p>General</p>	<ul style="list-style-type: none"> • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
<p>Safeguarding</p>	<ul style="list-style-type: none"> • All staff must adhere to the School’s Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.

This role is subject to a six month probationary period

Signed: Date:
Employee

Signed: Date.....
Line Manager