



The Royal Liberty School

"Where boys are ambitious, where boys succeed"

Job Profile

Job Title: 2 i/c English
Salary: Main Scale + TLR 2c
Responsible to: Head of Faculty

Responsible for: Teaching and Support Staff attached to the subject area

Role and Purpose

2 i/c English is responsible for supporting the Head of Faculty in ensuring high quality of teaching, learning and assessment within a core subject. They are accountable for student progress within the subject and for the strategic development of the subject to lead on the development of effective teaching and learning experiences with the primary partners.

Principal Responsibilities

- To ensure with the Head of Faculty that there are good high quality schemes of work for English at Key Stage 3. Review and evaluate effectiveness in line with School Policy.
- To lead, with the Head of Faculty, the assessment and marking practices within English at Key Stage 3 to ensure students make good progress.
- To use data systems within the school to monitor the progress of students at, implementing appropriate and effective intervention strategies.
- To work with the Head of Faculty to formulate aims and objectives for the English Department.
- To work with the Head of Faculty and SLT in the process of self-evaluation in English and developing the department improvement plan.
- To ensure with the Head of Faculty that English subject targets at KS3 are challenging and appropriate to students' development.
- To work with the Head of Faculty to establish common standards of practice and expectations throughout the department.

Staffing and Personal Development

- To assist the Head of Faculty with organising appropriate professional development for staff.
- To assist the Head of Faculty in the development of any Initial Training Students, or Teach First colleagues assigned to the department.
- Reflect on own practice and keep up to date with national developments in English.

Wider Practice

- Contribute to the Curriculum Area through attendance of and participation in planning meetings as in the school calendar.
- Be responsible for safe working practice within the subject, particularly making sure that students or staff undertake activities that involve using specialist equipment with Health and Safety guidelines.
- To engage fully in Performance Management review process, and take on the role of appraiser.
- Develop positive working relationships with parents.
- Attend and make a positive contribution to the Middle Leaders Team meetings.
- Re-new subject knowledge, any national developments and evaluate their potential implementation/impact upon the school

Other Professional Responsibilities

- To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.
- To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.
- Be flexible in approach to working and uphold the policies and practice of the school.
- To undertake responsibilities of a form tutor.

Signed:

Date:

Signed:

Date:

(Head Teacher)

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| Royal Liberty School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people. |
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