



### **Job Description**

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|-----------------------|------------------------|
| <b>Job Title:</b>     | 2 i/c Subject          |
| <b>Location:</b>      | New Rickstones Academy |
| <b>Hours of work:</b> | Full time              |
| <b>Reports to:</b>    | Head of Subject        |

### **Purpose of the Role:**

To support the Head of Subject in leading, managing and developing the department, maximising student achievement and progress.

### **Responsibilities:**

#### ***Second in Subject***

- 1.1 To lead a given key stage, maximising student achievement and progress.
- 1.2 To assist the Head of Subject in leading, managing and developing the department including:
  - operational and strategic planning
  - curriculum provision & development
  - quality control systems
  - data management
  - communications
  - marketing and liaison
  - departmental resources
- 1.3 To deliver INSET and CPD sessions as required
- 1.4 To lead extra-curricular activities

#### ***Teaching***

- 2.1 To undertake teaching in accordance with the appropriate professional standards.
- 2.2 To teach, students according to their educational needs, including the setting and marking of all class work and coursework carried out by students in the academy and elsewhere.
- 2.3 To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 2.4 To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 2.5 To ensure that ICT, literacy and numeracy are reflected in the teaching/learning experience of students.
- 2.6 To ensure a high quality learning experience for students that meet internal and external quality standards.
- 2.7 To prepare and update subject materials.
- 2.8 To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.
- 2.9 To maintain discipline in accordance with the academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 2.10 To undertake assessment of students as requested by external examination bodies, curriculum areas and academy procedures.
- 2.11 To mark, grade and give written/verbal and diagnostic feedback as required.
- 2.12 To liaise with the SENDCO and the form tutor over SEND students, modifying teaching accordingly.

#### ***Form Tutor***

- 3.1 To support students in all aspects of their academy life and in preparation for their adult life
- 3.2 To develop an understanding and knowledge of each student as an individual
- 3.3 To enable students to play an active role in all aspects of the tutorial and PSHE programme
- 3.4 To undertake administrative-related tasks

#### ***Pastoral System***

- 4.1 In conjunction with the Pastoral team, to monitor and support the overall progress and development of students within the department.
- 4.2 To monitor 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.
- 4.3 To contribute to Life Skills and SMSC according to academy policy.
- 4.4 To ensure the academy's behaviour management systems are implemented in the department
- 4.5 To follow the academy's Safeguarding Policies and Procedures

#### ***Academy Duties***

- 5.1 To undertake duties before academy and at break, on a rota basis.
- 5.2 To set cover work when on leave of absence.
- 5.3 To play a full part in the life of the academy community, to support its mission and ethos

#### ***Line Management***

- 6.1 To line manage designated members of the team including recruitment; induction; training & development; link meetings, performance appraisals; absence management; performance and conduct

#### ***Health and Safety***

- 7.1 To support the Head of Subject in ensuring the departmental area is a safe environment, completing risk assessments and any other necessary health and safety documentation for direct reports

#### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy
- To maintain confidentiality in all academy related matters

#### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

#### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

## **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

## **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification: Second in Subject

| General heading                 | Detail   | Essential requirements:  | Desirable requirements:   |
|---------------------------------|--|--|---|
| <b>Qualifications</b>           | Qualifications required for the role                 | <ul style="list-style-type: none"> <li>Degree in a relevant discipline</li> <li>Teaching qualification recognised by DfE</li> <li>Evidence of continuing and recent professional development relevant to middle leadership</li> </ul>  | <ul style="list-style-type: none"> <li>Middle Leaders or other leadership qualification</li> </ul>  |
| <b>Knowledge /Experience</b>    | Specific knowledge/ experience required for the role | <p><b>Specialist Knowledge/Experience</b></p> <ul style="list-style-type: none"> <li>Teaching experience across all key stages including KS5</li> <li>Advanced knowledge of National Curriculum requirements</li> <li>Knowledge of strategies for improving the quality of teaching and learning</li> <li>Knowledge of monitoring and evaluating the effectiveness of teaching and learning</li> </ul> <p><b>Organisation &amp; Planning</b></p> <ul style="list-style-type: none"> <li>Experience of managing a heavy workload and conflicting priorities</li> </ul> <p><b>Problem Solving</b></p> <ul style="list-style-type: none"> <li>Knowledge of developing effective strategies to raise attainment and improve progress across a department</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>Experience of building and maintaining effective relationship, negotiating and influencing others</li> </ul> | <ul style="list-style-type: none"> <li>Experience of leading a key stage with successful outcomes in attainment and student progress</li> </ul> |
| <b>Skills</b>                   | Line management responsibilities (no.)               | <ul style="list-style-type: none"> <li>Line management for designated staff within subject area</li> </ul>   |   |
|                                 | Forward and strategic planning                       | <ul style="list-style-type: none"> <li>Long term planning for key stage</li> </ul>   |   |
|                                 | Budget (size & responsibilities)                     | <ul style="list-style-type: none"> <li>Department budget</li> </ul>  |   |
|                                 | Abilities  | <ul style="list-style-type: none"> <li>Excellent communication skills with the ability to communicate logically, concisely and persuasively to a variety of audiences, both orally and in writing</li> <li>Excellent IT Skills</li> <li>Ability to stay calm under pressure</li> </ul>   |   |
| <b>Personal Characteristics</b> | Behaviours   | <ul style="list-style-type: none"> <li>Resilience</li> <li>Student focused</li> <li>Demonstrate a commitment to equality</li> <li>Takes responsibility and accountability</li> <li>Commitment to Academy aims, ethos &amp; vision</li> <li>Commitment to own professional development</li> </ul>   |   |
|                                 | Values   | <ul style="list-style-type: none"> <li>Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>Be unusually brave</li> <li>Discover what's possible</li> <li>Push the limits</li> <li>Be big hearted</li> </ul> </li> </ul>   |   |
| <b>Special Requirements</b>     |  | <ul style="list-style-type: none"> <li>Successful candidate will be subject to an Enhanced Disclosure &amp; Barring Service Check</li> <li>Right to work in the UK</li> <li>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>   |   |

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|--|--|---|--|
|  |  | <ul style="list-style-type: none"><li>• Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services</li></ul> |  |
|--|--|---|--|