



**Job Description: Second in English Faculty MPS/UPS + TLR2b**

## **Management**

The Headteacher is responsible for the deployment and management of all staff employed to work at the school and his authority may be delegated to other members of the Senior Leadership Team. On a day to day basis, you are directly accountable to the relevant Head of Faculty/Department for your teaching duties.

### **Second in Faculty**

What follows is a list of responsibilities that a Second in Charge of Faculty at Ysgol Friars may be required to undertake. It represents an agreement between the school's management and the Second in charge of Faculty, which may be subject to renegotiation by either party, should there be a change in management or a new member of staff appointed. It further represents a list of responsibilities that cannot necessarily be carried out simultaneously and is therefore subject to prioritisation by management or the Second in Charge of Faculty or according to the varying demands of different periods of the academic year. It is also to subject to the terms of the School Teachers' Pay and Conditions of Service document.

### **Outcomes to be achieved**

To seek to secure the highest standards of pupil achievement and wellbeing within each of Subject(s) within the faculty by carrying out the duties below:

#### **1 Monitoring outcomes:**

- Monitor and evaluate results and trends in performance compared with national quartiles, similar providers and prior attainment over the past three years.
- Monitor and evaluate standards of groups of learners, e.g. boys cf. girls, those with additional learning needs, able and talented students, those from deprived backgrounds, those for whom English/Welsh is an additional language etc.
- Monitor and evaluate the progress of learners and the 'value added' as they move between progression steps.
- Monitor and evaluate the development of learners' skills, and their ability to apply them, including Literacy, Numeracy, Digital Competency, RSE, Thinking Skills, Social and Life skills, where relevant, within lessons.
- Monitor and evaluate participation levels and indicators of enjoyment in learning such as good behaviour, attentiveness, positive attitude, effort.
- Report to SLT and/or the Head of Faculty on any or all of the above as required, set targets for improvement and implement, monitor and evaluate the effectiveness of an action plan to meet the agreed targets.

## 2 Provision:

- Ensure, in consultation with the Head of Faculty and Senior Leader responsible for the Curriculum, that the programme(s) of study offered;
  - o meet the needs of all learners including those with Additional Learning Needs, Able and Talented Pupils, and those from different ethnic and cultural backgrounds;
  - o have suitable schemes of learning;
  - o include the development of skills;
  - o include education for sustainable development and global citizenship where applicable.
- Contributing to planning and development of learning in their team area as required by the head of department/head of faculty in relation to the Curriculum for Wales
- Ensure that assessment within includes both assessment of and assessment for learning as appropriate.
- Ensure that work is marked in accordance with the whole school marking policy.
- Ensure that teacher assessments are made in accordance with the school's policies and are completed in a timely manner.
- Ensure that all assessment items highlighted in the schemes of work are being set and assessed in accordance with school policy.
- Keep a record of the pupils' attainments that takes into account all aspects of the work completed and the different levels of ability.
- Ensure that pupils are placed in the teaching groups that are most suited to their level of ability, where applicable.
- Ensure that the whole school policy on pupil conduct is implemented effectively within your area of responsibility, and that there are effective procedures to bring about any necessary improvements in conduct and attitude.
- Take action as necessary to ensure the highest standards of behaviour, and to ensure that any actions taken are recorded on SIMS.
- Use the school's underachievement procedures to deal with pupils who are underperforming.
- Ensure that the physical environment, teaching rooms and corridor spaces etc. within your area of responsibility are safe, kept tidy and provide a stimulating and appropriate learning environment.

## 3 Leadership:

- Act as one of the leading professionals for your designated curriculum area(s) and model the highest professional standards

- To keep abreast of developments in the teaching, learning and assessment of subjects within the Faculty and to share and support other members of the faculty to do the same.
- To support the Head of Faculty in developing a strategic vision for the department.
- To attend or convene meetings as are required; these will include, for example, subject meetings, exam review meetings or Wider Leadership Team meetings To work with the Head of Faculty to ensure that all statutory elements and agreed school approaches to learning and assessment are embedded into programmes of study. Co-ordinate and contribute to the updating of schemes of work within the department as necessary and oversee their implementation.
- To work with the Head of Faculty to formulate, implement and evaluate departmental policies in line with school policies and to update these as necessary.
- To work with the Head of Faculty to assess the effectiveness of faculty teaching and learning strategies in achieving pupil progress via the use of agreed Quality Assurance systems and practices.
- To provide professional leadership and strategic direction for the teaching and learning of an agreed area in the faculty.
- To work with the Head of Faculty and other subject coordinators to ensure that the faculty schemes of work at all levels are relevant, effective, engaging and promote collaborative working in relation to the Curriculum for Wales
- To model good practice in teaching, learning and assessment; working with the Head of Faculty and other members of the faculty to share good practice and carry out agreed Quality Assurance activities;
- Ensure that any teaching staff that contribute to your subject area provide teaching of the highest possible standard and monitor and evaluate the quality of such provision within the subject.
- Adhere to the requirements of the school's Development and Review Policy.
- Contribute to the Faculty Self-Evaluation and Improvement Plan as part of the whole school procedures for self-evaluation (see above); and advise the Professional Tutor and/or Head of Faculty of any training and development needs identified by the plan.
- To work with the Head of Faculty to ensure that strategies for the effective use of data and target setting within the faculty are consistently applied and reviewed as necessary.
- To ensure that reporting and feedback within the faculty are supporting students to progress.
- To work with the Head of Faculty to maintain an overview of all internal and external examination entries and to ensure that the faculty are able to support all students in preparing for them.
- to deputise for the Head of Faculty as necessary.
- To ensure cover work is set when members of the faculty are absent due to illness.

- To work with the Head of Faculty to lead, manage and support the team of teachers who deliver lessons within the faculty and provide support
- To work with the Head of Faculty to ensure that all staff teaching in the faculty are actively involved in curriculum development and raising pupil achievement.
- Based upon an analysis and evaluation of National trends and Teacher Assessments, provide an analysis of such estimates of future pupil performance as may be used by the school and, in consultation with the Senior Leadership Team, set targets for improvement in pupil performance.
- To monitor and evaluate the effectiveness of any action plan to meet the agreed targets.
- Appraise the performance of colleagues as and if required in accordance with the school's Performance Management/PDR arrangements.
- Support colleagues whose performance falls below acceptable standards in accordance with the school's agreed procedure.
- Advise and support any newly qualified teachers in conjunction with the Professional Tutor where relevant.
- Give any necessary support to the designated subject mentor who has been appointed as part of the Initial Teacher Training partnership.
- Consult with Heads of Faculty/Department to co-ordinate the teaching work in all relevant fields of study where there is common ground, and liaise with Heads of Faculty/Departments of subjects that have a close affinity with your subject[s].
- Participate in arrangements made by the school to foster links with the primary schools in the catchment area of the school and with other strategic partners where relevant.
- To submit relevant reports and information to the Senior Leadership Team on request.
- Co-operate with the staff of the Authority/Consortium's advisory service.
- Co-operate with Pastoral Care and the Senior Leadership Team to ensure the effective implementation of the school's Conduct and Underachievement Policies.
- Manage such financial resources as may be allocated by the Headteacher or Head of Faculty in accordance with any procedures set out by the Headteacher.
- Keep a current list of books and stock for which you are responsible and maintain an account of expenditure.
- Ensure that the books, resources and equipment are adequate to meet the needs of the subject(s) and are kept in good condition.
- Ensure that all the staff contributing to the delivery of the subject area are familiar with all relevant rules and policies, including health and safety regulations.
- Attend any relevant meetings as shall be specified in the 1265 schedule and, where relevant, provide minutes of the above meetings in a format and to persons as may be determined by the Headteacher.

### **General Teaching Duties Duties - Outcomes to Be Achieved:**

1. You should seek to support the school's attempt to secure the best possible attendance and:
  - Ensure that pupils in your group are registered promptly and accurately;
  - Secure the best possible attendance of pupils in your registration group
2. If acting as a registration tutor, you should ensure, as far as possible, that pupils leave registration prepared for the school day and:
  - Ensure that pupils leave your registration period dressed in accordance with school uniform rules by carrying out the responsibilities;
  - Following the "Clean Slate" procedures.
3. Also in this role, you should promote pupil achievement by:
  - Periodically monitoring homework diaries;
  - Passing on positive gossip from staff briefing;
  - Following the school rewards procedures;
  - Recording particular achievements on achievement log and passing on any particularly noteworthy to the relevant Pupil Coordinator or Head of Key Stage;
  - Following and completing the PSE programme for the year group, ensuring that pupils complete any work set and that work is regularly marked to indicate satisfactory completion.
4. In carrying out general supervisory duties you should seek to promote pupil safety and welfare by having due regard to appropriate procedures and in particular:
  - Be on site by 8.45 a.m. and not leave before 3.25 p.m. unless working shorter part-time hours and/or granted permission to arrive later or leave earlier by a member of SMT, in the latter case signing the exeat book in the main reception office;
  - Arrive punctually at lessons, ensuring that pupils line up in an orderly manner before entering and that they remain standing until told to sit and:
    - Teach or supervise them for the duration of the lesson or such part of the lesson as may be designated;
    - Not allow pupils to leave the class unless in accordance with school procedures and only after providing them with corridor passes;
    - Not dismissing the class before the end of lesson bell (but see below);
  - Be at your designated duty location by 8.45, 11.05 and at the buses by 3.15 (bringing pupils from lesson 6 with you if necessary) on the day when you are designated to undertake duty;
  - Inform your Duty Team Leader if for any reason (other than unforeseen absence from school) you are unable to carry out the above duties.
5. In carrying out your teaching duties, you should seek to secure the highest possible standards of achievement and behaviour of pupils in your classes by:
  - Ensuring pupils adhere to school uniform rules
  - Teaching in accordance with the agreed Faculty/Departmental scheme of work;
  - Planning and delivering lessons which have due regard to the school's teaching and learning policy;
  - Plan and deliver effective lessons in line with the new CfW. Lessons should reflect the 4 Purposes and the What Matters statements in the AOLE.

- Assessing pupils' work and recording and reporting on their progress in accordance with the school and Faculty/Departmental assessment policy and marking policy
- Assessing pupils' work and recording and reporting on their progress in accordance with the school and Faculty/Departmental assessment policy and marking policy;
- Setting appropriate homework;
- Preparing pupils for any relevant examination course followed by the Faculty/Department, having due regard to the Faculty/Department Scheme of work, the examination specification and the rules of the examination board;
- Following the requirements contained in any IDPs/PSPs relevant to pupils in your classes;
- Using the school's underachievement and behaviour recording systems in accordance with any guidance issued by the Headteacher;
- Following the school's pupil conduct policy and other procedures to promote good behavior;
- Following any policies or procedures in relation to the teaching of pupils with additional learning needs (ALN);
- Following any policies or procedures in relation to the teaching of able and talented pupils;
- Seeking, as far as is reasonably possible, to secure parental co-operation to sustain and improve the levels of their children's achievement by using the school's reporting procedures, through the use of the homework diary and through attendance of parents' evenings.
- develop curriculum content to ensure that all learners have opportunities to develop and refine the skills set out in the Literacy and Numeracy Framework
- integrate literacy and numeracy into their teaching – whatever the subject matter
- inform discussions with parents/carers, learners and other teachers about learner performance
- help learners with their own self-assessment activities and planning for learning
- monitor, assess and report on individual learner performance
- identify learners who may benefit from intervention or who are working beyond age-related expectations

6. You should promote the pastoral care and welfare of your pupils and in particular you should seek to:

- Be vigilant for any signs of abuse or neglect and report these to the Designated Safeguarding Person, Mrs Melissa Green, or the Deputy Safeguarding Person , Miss Clare Houston, Office Manager
- Seek to assist and support pupils with any pastoral problems and refer on to the Pupil Coordinator or Head of Key Stage
- Be aware of any pupils for whom you are responsible who appear on the school's medical list and familiarize yourself with the care plans of the small minority who have more severe conditions in order that you can recognize the onset of the condition and secure appropriate assistance.
- Deliver the "Thought for the Day" on any day where pupils are in your charge as group tutor for a designated tutor period;

- Bring pupils to assembly promptly on designated days and remain with them for the duration (unless withdrawing on grounds of conscience or belief from any part which contains an act of worship).
  - Follow the procedures for organising trips
7. You should develop your skills as a teacher by:
- Participating proactively in arrangements for your professional development;
  - Reflecting on your own practice;
  - Sharing good practice with others and contributing to Faculty/ Departmental Schemes of Work and resources any examples of good practice of your own.
8. You should support and foster the collaborative working of any team within the school of which you are a part.
9. You should assist the work of any faculty or department in which you teach by attending scheduled meetings and contributing good practice to develop the work of the faculty/department.
10. You should seek to secure the health and safety of yourself and others by:
- Having due regard to the school's health and safety policy;
  - Familiarizing yourself with procedures for fire safety;
  - Reporting accidents and dangerous incidents in accordance with school procedures.
11. In general you should:
- Comply with school policies and act in accordance with guidance and procedures issued by the Headteacher;
  - Keep the allocated teaching room(s) in good order and report any defects according to school procedures;
  - Follow relevant personnel procedures such as those relating to sickness and leave of absence;
  - Undertake any duties as may be reasonably allocated by the Headteacher, following appropriate consultation, which fall within the duties set out in the School Teachers' Pay and Conditions of Service Document.

**The job description and allocation of particular responsibilities may be amended by agreement from time to time.**