



Newman Catholic College

J O B D E S C R I P T I O N

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| <p align="center">SECOND IN DEPARTMENT – ENGLISH (TLR 2B)</p> |
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MISSION STATEMENT : "Everyone Contributes, Everyone Counts, Everyone Succeeds"

School Aims : -

We aim to provide a school experience which:

- In its breadth introduces each boy to the fullness of a life rooted in the love of God.
- In its balance establishes attitudes, which produce concern for truth and respect for others.
- In its relevance enables each boy to make his contribution to society with dignity and faith.
- Respects the uniqueness of each individual regardless of gender, race, faith, social background or ability. Serves to develop a sureness to stand against all that undermines dignity of self and of others.

Purpose of post:

To work as a member of the English team seeking to improve examination results through effective curriculum delivery in this area.

Key Tasks:

As a leader of the English department, the teacher will:

A STUDENT PERFORMANCE

To ensure improved examination results by:

- a) monitor students closely across the Year Groups, identifying appropriate achievement targets;
- b) monitor pupil standards and achievement against school targets;
- c) ensure that relevant attainment/achievement targets are met;
- d) monitor planning curriculum coverage and learning outcomes;
- e) monitor standards of pupil behaviour and application;
- f) lead evaluation strategies to contribute to overall school self evaluation;
- g) plan and implement strategies where improvement needs are identified;

- h) working with the head of Department on the development of APP teaching and learning strategies for Key Stage 3;
- i) disseminating current and future information on new resources and national developments in the English curriculum;
- j) helping to organize and run departmental meetings;
- k) working with the Head of Department with the organization of extra curricular activities and enrichment classes e.g. Master Classes
- l) deputizing for the Head of Department in his/her absence;
- m) acting as the named person for SEN and ensuring differentiation in SOW to meet needs within the English department;
- n) taking responsibility for leading on cross-curricular literacy, including World Book Day, 'Readathons' etc.
- o) leading literacy INSET as appropriate;
- p) acting as the department's Successmaker co-ordinator

B STAFF DEVELOPMENT:

To ensure performance management arrangements of the department are effectively discharged. Duties in this area include:

- a) to be responsible for the pastoral care and welfare of department staff.
- b) to assist in the professional development of department staff and to share expertise.
- c) act as a role model of good classroom practice for other teachers, modelling effective strategies with them;
- d) to ensure that department staff are fulfilling their teaching duties in accordance with the school's aims and policies.
- e) to monitor and evaluate the contribution and impact of other staff to school improvement across the department.
- f) monitor and evaluate standards of teaching, identifying areas for improvement;
- g) to plan the deployment of staff expertise to achieve school improvement objectives.
- h) to take responsibility for Newly Qualified Teachers (NQT's), Beginner Teachers (BT's) and overseas trained teachers within the department.

C CURRICULUM CO-ORDINATION AND DEVELOPMENT:

To ensure effective delivery of all aspects of learning and:

- a) To ensure all schemes of work are appropriate in their construction and address the needs of all children including the gifted and talented and the lower achievers.
- b) to review schemes of work on a regular basis.
- c) to monitor homework / classwork and coursework in all Years, ensuring that work is relevant and interesting.
- d) to liaise with the Special Needs department and co-ordinate the departmental review meetings for Special Needs, to develop and implement department policy on wider reading and use of the library.
- e) to lead departmental meetings in such a way as to raise standards of teaching and learning in the English Department and throughout the school.
- f) to monitor assessment within the department in order to ensure that it informs the curriculum and leads to the raising of individual and class standards of work.
- g) to ensure department's Equal Opportunities Policy is implemented.
- h) to develop schemes of work and provide training for staff to use ICT in order to enhance learning and success.
- i) to enhance the learning environment and promote the celebration of English.