

## Job Description: Second in Charge of English

**Salary:** Ark Main 1 to Upper 3 (Inner London) £37,667 - £57,313 depending on experience

**Working pattern:** Full time

**TLR:** 2b £5,350

**Working pattern:** Full time

**Contract:** Permanent

**Start date:** 3 June or 1 September 2024

### The Role

To support the Head of English and a well-established team to ensure the academy achieves its targets through appropriate schemes of work, effective assessment tracking and intervention. As second in charge you would deputise for the Head of English, ensuring excellent teaching and learning takes place. You will assist in the design of an engaging and challenging curriculum that inspires children to appreciate the subject and its application.

### Key responsibilities

- To strategically lead English at KS3, ensuring that the department are sufficiently supported in their planning and delivery of our English schemes of learning.
- To support the head of department in the tracking and monitoring of data, identifying students requiring additional support and managing interventions.
- To support with the monitoring and evaluation of the teaching and learning within English by conducting regular learning walks, lesson plan checks, book looks and lesson observations.
- To plan, resource and deliver lessons and sequences of lessons to the highest standard that ensure real learning takes place and students make superior progress.
- To provide a nurturing classroom and academy environment that helps students to develop as learners.
- To help to maintain/establish discipline across the whole academy.
- To contribute to the effective working of the academy.

### Outcomes and Activities

#### Teaching and Learning

- Enrich the curriculum with trips and visits to enhance the learning experience of all students.
- With direction from the head of department and within the context of the academy's curriculum and schemes of work, plan and prepare effective teaching modules and lessons.
- Teach engaging and effective lessons that motivate, inspire and improve student attainment.
- Use regular assessments to set targets for students, monitor student progress and respond accordingly to the results of such monitoring.
- To produce/contribute to oral and written assessments, reports and references relating to individual and groups of students.
- Develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in student achievement.

- Ensure that all students achieve at least at chronological age level or, if well below level, make significant and continuing progress towards achieving at chronological age level.
- Maintain regular and productive communication with students, parents and carers, to report on progress, sanctions and rewards and all other communications.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of students.
- Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities.
- Implement and adhere to the academy's behaviour management policy, ensuring the health and well-being of students is always maintained.
- Participate in preparing students for external examinations.

### **Academy Culture**

- Support the academy's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a small school/department culture and ethos that is utterly committed to achievement.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

### **Other**

- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake other various responsibilities as directed by the head of department or Principal.

## **Person Specification: Second in Charge of English**

### **Qualification Criteria**

- Qualified to degree level and above in English or a related subject
- Qualified to teach and work in the UK

### **Experience**

- Experience of successfully teaching GCSE and A Level English.
- Experience of raising attainment in a challenging classroom environment.
- Experience of reflecting on and improving teaching practice to increase student achievement.
- Evidence of continually improving the teaching and learning of their subject through schemes of work and extra-curricular activities.

### **Knowledge**

- Up to date knowledge in the curriculum area
- Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour.

## Behaviours

### Leadership

- Effective team worker and leader.
- High expectations for accountability and consistency.
- Vision aligned with Ark's high aspirations, high expectations of self and others.
- Genuine passion and a belief in the potential of every student.
- Motivated to continually improve standards and achieve excellence.
- Effective listening skills that lead to a strong understanding of others.

### Teaching and Learning

- Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice.
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards.
- Thinks strategically about classroom practice and tailoring lessons to students' needs.
- Understands and interprets complex student data to drive lesson planning and student attainment.
- Good communication, planning and organisational skills.
- Demonstrates resilience, motivation and commitment to driving up standards of achievement.
- Acts as a role model to staff and students.

### Other

- Committed to equality of opportunity and the safeguarding and welfare of all students.
- Willing to undertake training.
- This post is subject to an enhanced Disclosure and Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*