

Ernest Bevin College

Job Description



Title: 2iC (Deputy Head) of English Department	Salary Scale : TLR 2b
Supported by and reporting to: Head of Department	Assisted By: English staff

Teaching standards as of Sept 2012, together with the statements specific to this post as below:

<p>Personal and Professional Conduct</p>	<ul style="list-style-type: none"> • As set out in the standards
<p>Leadership and Management</p> <p>The 2iC English should provide leadership to a team of specialist staff. In addition s/he should support, challenge, motivate and develop teachers in order to secure improvements in students' achievement by:</p>	<ul style="list-style-type: none"> • As set out in the standards • Ensuring colleagues have the highest possible expectations of all students at all times • Providing a motivational lead through the high quality of his / her own classroom / management practice • Leading, managing and supporting colleagues on a daily basis • Developing, monitoring and maintaining subject team resources • Supporting the professional development of the subject team and assisting in the planning and delivery of subject/other training activities • Monitoring and implementing strategies to raise attainment • Working effectively with Head of English
<p>Strategic Planning</p> <p>Within the context of the college's aims and policies, the 2iC English should develop and implement policies, plans, targets and practices by:</p>	<ul style="list-style-type: none"> • As set out in the standards • Leading the department in developing, implementing and reviewing schemes of work at KS3 and KS4, ensuring a cohesive and continuous overview. • Monitoring and tracking student progress every half term through 4Matrix and through departmental meetings • Checking the accuracy of data at every data drop (every half term) • Leading, organising and implementing appropriate intervention strategies to ensure students make the expected progress • Developing internal and external links in order to enhance students' learning

	<p>e.g. Pixl and other schools</p> <ul style="list-style-type: none"> Supporting staff and students with exam preparation and techniques in order to raise attainment and progress
<p>Teaching and Learning</p> <p>The 2iC English should use the processes of review and evaluation in order to sustain effective teaching and learning. Target setting will be used to ensure that individual students are, accountable for their achievements by:</p>	<ul style="list-style-type: none"> As set out in the standards Developing, co-ordinating and monitoring appropriate subject courses which meet the needs of students Reviewing and developing schemes of work (using the college framework) for efficient delivery of the subject to ensure cross-curricular issues (e.g. literacy, enterprise) are appropriately addressed Monitoring and evaluating the quality of teaching in subject lessons through lesson observations, learning walks and work reviews Monitoring variations between target grades and student's performance Developing the competence of colleagues to manage effective student learning by regularly visiting lessons Working with colleagues on developing effective teaching strategies in order to raise attainment Ensuring that all colleagues provide regular performance feedback to their students according to the college marking policy, regularly displaying student progress charts and by using college systems of tracking Providing parents with information about the progress of their children as required

The above responsibilities and duties will be undertaken in addition to the duties of a schoolteacher contained in the School Teachers' Pay and Conditions Document. This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder

April 2021

**Ernest Bevin College
Person Specification**



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CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • An honours degree (or equivalent) in a subject relevant to the post • Qualified Teacher Status (QTS) • Evidence of further professional studies/research 	<ul style="list-style-type: none"> • Further accredited study
EXPERIENCE	<ul style="list-style-type: none"> • Proven ability as an excellent classroom teacher • Varied and successful teaching experience • Proven record of raising attainment in English 	<ul style="list-style-type: none"> • Experience in more than one school
SKILLS	<ul style="list-style-type: none"> • An outstanding classroom practitioner as defined by Ofsted criteria • The ability to monitor, review and evaluate the work of the College against OFSTED criteria • Ability to exploit opportunities for success and remove barriers to achievement for students and staff • Awareness of responsibility towards the safeguarding of students 	
KNOWLEDGE	<ul style="list-style-type: none"> • Strong understanding of the content related to the curriculum area • A thorough understanding of current developments and initiatives in 11-19 and post 16 education • Strong understanding of the statutory educational frameworks, including Safeguarding and the SEN Code of Practice 	<ul style="list-style-type: none"> • A proven knowledge of the changing national education agenda

<p>PERSONAL QUALITIES AND CHARACTERISTICS</p>	<ul style="list-style-type: none"> • The drive to help ensure EBC is the best education provider in the area • Energy, enthusiasm and stamina • Flexibility and determination • Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, staff and outside agencies • Proactive, charismatic and inspirational leader • Ability to stay calm when dealing with potentially difficult situations. • Commitment to the promotion of equal opportunity • Loyalty to the principal, students, parents and staff of the college 	
<p>SPECIFIC TO THE POST</p>	<ul style="list-style-type: none"> • Knowledge and experience of recent and planned changes in English • Ability to raise attainment within the English department • Developing and co-ordinating the English curriculum • Implementing new and creative strategies to raise attainment at across all Key Stages • A methodical approach in the use of student data and progress tracking to raise attainment within the department • Providing leadership and management of staff and students • Ability to seek areas for improvement and to implement change • Commitment to ensuring that all lessons in English lessons are judged as at least 'good' • Contributing to the College Review and Evaluation procedures including lesson observations, work reviews and Progress Reports 	