

## JOB DESCRIPTION: Second in JE Department

The following job description is for the guidance of candidates as to the requirements of the post. It does not replace the 'Conditions of Service for Teachers' as set out by the DFE.

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| <b>PURPOSE:</b>          | <ul style="list-style-type: none"> <li>• to support the HoD in promoting student learning</li> <li>• to be accountable for student progress and development at KS4</li> <li>• to support the HoD in raising standards of student attainment, attitudes to learning and achievement</li> </ul> |
| <b>RESPONSIBLE TO:</b>   | HoD                                                                                                                                                                                                                                                                                           |
| <b>DISCLOSURE LEVEL:</b> | Enhanced                                                                                                                                                                                                                                                                                      |
| <b>SALARY/GRADE:</b>     | TLR 2a                                                                                                                                                                                                                                                                                        |
| <b>WORKING TIME:</b>     | As set out in the 'Conditions of Service for Teachers' as presented in the 'School Teachers Pay and Conditions' document published by the DFE.                                                                                                                                                |

### MAIN DUTIES

**Support for the HoD in all areas:**

- The provision of an appropriate, relevant and differentiated curriculum which allows for progression within and across key stages
- The schemes of learning, and resources
- Supporting colleagues to develop effective teaching and learning strategies
- The quality of the teaching and learning of students
- The standards of student attainment, achievement and behaviour
- The successful delivery of the curriculum in a whole school context and to integrate the Jewish ethos of the school where appropriate

**Specific responsibility:**

- To take overall responsibility for KS3 in JE and to lead its development
- To keep up to date with national and developments in the curriculum and in teaching practice methodology and to lead new curriculum initiatives
- To implement a policy on assessment and feedback consistent with the school policy, to monitor student outcomes and examination results and to ensure that accurate records on each pupil taught at KS3
- To ensure that appropriate home learning is set and marked throughout KS3
- To lead and manage the organisation, marking and moderation of assessment in accordance with systems agreed by the Director of Jewish Education
- To ensure that staff use data provided by the school to effectively inform planning, teaching, assessment and the setting of subject specific targets within KS3
- To take the lead on behaviour management in the Department at KS3
- To monitor and evaluate the curriculum offering, standards of attainment and standards of teaching and learning across KS3

- To plan for intervention at KS3 where required to improve teaching and learning
- To work with others to ensure the most appropriate links are made to ensure that the KS3 curriculum meets the individual students' needs
- To undertake an appropriate programme of teaching and pastoral responsibilities in line with the JCoSS standard job descriptions

**Additional Duties:**

- To play a full part in the Jewish life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example
- To act as a liaison with IJE with matters concerning KS3
- To lead an extra-curricular activity
- Maintain a visible, professional and high profile within the school

**Other Specific Duties:**

- To continue personal development
- To engage actively in the performance review process
- To undertake any other duty as directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

## Person Specification – Second in JE Department

Essential unless noted as Desirable

### Education and Training

- Qualified Teacher Status (QTS)
- Experience of A Level English teaching
- A track record of Good or Outstanding teaching
- Evidence of appropriate in-service training.

### Skills/Professional Qualities

- Good knowledge of current curriculum development in the curriculum area
- The ability to use ICT effectively to engage students
- The ability to differentiate materials to meet the needs of learners
- The ability to develop, and lead the development, of an outstanding curriculum in the context of a growing school
- An understanding of how to use assessment to inform planning for good teaching /learning
- An understanding of school, local and national data with the ability to use data to identify underperformance and rectify accordingly

### Leadership/Personal Qualities

- Vision for the development of the curriculum area in the context of a growing school
- Committed to supporting the School's unique Jewish ethos (there is no requirement or need for applicants to be Jewish)
- Always prepared to put the students' needs first
- An effective, flexible and enthusiastic leader
- Confident in sensitively but assertively addressing under-performance
- Ability to listen and effectively communicate and negotiate with a variety of audiences
- Diplomatic with the ability to develop and maintain effective relationships
- Ability to act quickly and sensitively under pressure
- A team player respected by others
- Ability to manage own and others' workloads appropriately
- Able to keep calm in difficult situations, can deal with stress and absorb pressure
- Open and constructive, accepting of feedback and always willing to learn
- Energetic and enthusiastic with an excellent sense of humour
- A 'can do' positive approach
- Excellent attendance and punctuality record
- Awareness of and commitment to Equal Opportunities issues; a commitment to working in a multi-cultural environment and with students from diverse backgrounds