



Job Description – Second in Department

Main Purpose

The main aim of this post is to assist the Head of Department in promoting the highest possible quality of experience and achievement in learning for the pupils.

The postholder will be expected to assist with the leadership and management of the Department and to deputise for the Head of Department in the event of sickness or absence

Monitoring Quality of Teaching and Learning

- Analysis of performance of pupils using available data and implementing appropriate interventions
- Take responsibility for specific aspects of the Department through the preparation of schemes of work and resources.
- Ensure that accurate records of pupil progress are kept and are up-to-date.
- Ensure that homework is set according to Department and School guidelines.
- Support the HoD in the observation of good practice within the Department.
- Work with Department staff to develop a range of teaching styles / strategies appropriate for all types of learner.
- Monitor quality of marking within the Department.

Leadership and Management

- Support the HoD in establishing and maintaining policies and practices to promote pupil behaviour and achievement in the Department.
- To assist the HoD in providing direction, vision and support for staff.
- To motivate staff in the development of the subject curriculum and to achieve the very highest standards of teaching.
- To enthuse students in their learning of the subject.
- Assist the HoD in promoting effective teaching and learning within the Department.
- Ensure that Department staff are kept abreast of current developments, both nationally and locally.
- Contribute to the induction of new Departmental staff and the supervision of student teachers.
- Assist in the induction of ITT and new staff to ensure staff are aware of their responsibility to safeguard their pupils' health and safety.

Review and Development

- Contribute to the Department SEF and Improvement Plan.
- Identify key priorities for development.
- Compile strategic plans to ensure progress towards Department priorities.

- Identify strategies to improve standards of achievement.
- In liaison with HoD set annual targets for pupil performance within the school framework.
- Encourage the development of extra curricular opportunities, eg., speakers, visits, extra lessons

Administration

- Assist the HoD in ensuring the efficient and effective organisation and administration of the Department.
- Liaising with staff to ensure that all stock / resources are available.
- Ensure that assessments and reports are completed on time for the Department according to the School Calendar.
- Set work for colleagues in the absence of the HoD.
- Assist the HoD with oversight of Department accommodation such that it indicates a valuation of pupil work.
- Ensure necessary planning and administration for public and internal examinations.
- Ensure that appropriate communication is made to parents – praise, postcards, concern letters.

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed.