



Job Title: Second in Charge of Department

Reporting to: Head of Department

Purpose of the post: To provide professional leadership, strategic direction and management of Department throughout the school to secure high quality teaching and learning, to raise standards of attainment and to ensure the progress, achievement and enjoyment of all pupils.

To assist the Head of Department in providing professional leadership, strategic direction and management of a subject throughout the school to secure high quality teaching and learning, to raise standards of attainment and to ensure the progress and achievement of all pupils

- To support the Head of Department in implementing relevant aspects of the School Improvement Plan
- With the Head of Department to create a climate which supports and encourages all pupils in the subject
- With the Head of Department to create a climate which supports and encourages all members of the department
- To be aware of current educational developments and the conclusions of educational research that may be relevant to practices and policies within the school
- To take advantage of relevant opportunities for professional development to ensure professional growth
- To assist the Head of Department in the production of departmental documentation including programmes of study and schemes of work
- To assist the Head of Department to carry out the departmental self-evaluation and in the production of a departmental action plan reflecting the School Improvement plan
- To assist the Head of Department in tracking and monitoring the academic progress of all pupils in the subject including those of high ability and those with SEN or linguistic needs and liaise with the relevant line manager and the SENCO/EMAS/G&T coordinator
- To assist the Head of Department in ensuring that all pupils make good progress by using prior attainment data and tracking to identify underachieving individual pupils or groups of pupils and where necessary create and implement effective plans to support those pupils in liaison with the relevant line manager and Head of Learning
- With the Head of Department to actively promote and support intervention strategies for all year groups and in particular public exam cohorts
- With the Head of Department to actively promote the use of ICT both to enhance teaching & learning and for administration purposes
- With the Head of Department recognise and acknowledge all aspects of achievement and implement the schools rewards and merits systems consistently
- To assist the Head of Department in monitoring and evaluating the work of the department
- To assist the Head of Department in ensuring that displays in classrooms include pupil level/grade information and exemplars of levelled/graded work and that all pupils have copies of such information in their exercise books including the departmental marking policy.
- To deputise for the Head of Department in his/her absence
- To assist in the promotion of Literacy and Numeracy within the subject regularly and consistently
- To assist the Head of Department in promoting and supporting the organisation and planning of subject related activities and events
- To help with the overall running of the department by undertaking tasks as requested and directed by the Head of Department

The list allocates responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.



This job description sets out the duties of the post at the time it was drawn up. As the school, like any other developing institution, cannot remain static the Headteacher may vary the duties from time to time, in consultation with the post holder, but without changing their general nature or the level of responsibility.

Cardinal Pole School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Conditions of Service:

Governed by the School Teachers Pay and Conditions of Service 2008 supplemented by local conditions as agreed by the governors

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

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Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.