



Business Second in Department

Salary: **MI-UPS3**
£38,766 to £60,092
Starting salary dependent upon experience
PLUS - TLR2C (£8,279)

Required for: **Easter 2025 or September 2025**
Application Closing Date: **Friday 7th February 2025**
Interview Date: **TBC**

Please note that Cardinal Pole reserves the right to interview and appoint prior to the closing date



**CARDINAL POLE
CATHOLIC SCHOOL**

Why Work For Us?

Firstly, thank you for taking the time to consider applying for the post of Second in Department – Business.

Our school is built on strong foundations of discipline and moral purpose. We offer a lively, dynamic and highly successful environment in which to achieve. We are also a faith community, providing an inclusive and enriching education which cares deeply about the wellbeing and development of our children and our community.

Cardinal Pole School is an inclusive school where all members of the school community are of equal worth and each have the opportunity to be the best that they can be. We are a community of **service** guiding young people on a path to **opportunity, aspiration and reward**, founded on Catholic values.

We seek to ensure that everyone is treated with dignity and respect. We also make sure all of our students pursue a rich programme of study at all key stages appropriate for their age and ability, ensuring that there is no narrowing of the curriculum.

These aims, coupled with high expectations for everyone has resulted in remarkable success for our students.

We very much welcome applications from all faiths and backgrounds and value the unique experience that every individual can bring to our school and look forward to receiving your application.

Professional Development:

We can offer you professional development to begin or advance your career. You will be part of a school that is established in developing practitioners and nurturing future leaders. The opportunities for progression at Cardinal Pole are significant. We offer a range of CPD, including multiple Middle Leadership pathways in addition to supporting preparation for Senior Leadership via MA study, NPQSL and SLT secondment opportunities. There is no doubt that these opportunities will help you achieve your own career ambitions rapidly.

Benefits:

- Two-week October half term break.
- You will be joining a TES Secondary School of the Year nominated school.
- Free staff access to a modern and high quality gym which was fully refurbished in September 2023.
- An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve.
- Excellent CPD opportunities at all levels including part-funded MA study (T&Cs apply).
- Opportunities for progression.
- Sophisticated modern school building set in the heart of vibrant Hackney
- A proactive and thriving staff well-being group with regular staff socials, coffee mornings and opportunities for cross departmental interaction
- Free Breakfast Club every day for staff and students
- Free Bike servicing for staff
- Travel Loans. Interest free loans to assist staff in meeting travel costs (T&Cs apply)
- Travel contribution if you live in Zone 6 and further may be granted, (T&Cs apply)
- Teachers Pension Scheme or Local Government Pension Scheme which includes 3 x salary life assurance cover whilst you remain in service.
- Employee Assistance Programme



‘Cardinal Pole Catholic School is a community of *service* guiding young people on a path to *opportunity, aspiration, and reward*, founded on Catholic values.’

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 Year.
- 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 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.

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 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 undertake a fully enhanced DBS Check.

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.

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.

Second in Department - Person Specification	Essential	Desirable
Qualifications		
Qualified teacher status QTS	✓	
Honours degree or equivalent	✓	
Personal		
A desire and determination to make a significant contribution to the school as a whole	✓	
Must be able to manage own work load effectively and respond swiftly to tight deadlines	✓	
Willingness to share expertise, skills, knowledge and ability to inspire others as a positive role model	✓	
Drive, energy, resilience and a sense of humour	✓	
High expectations of self and of others	✓	
Passionate about their subject	✓	
Excellent punctuality and attendance	✓	
Ability to work under pressure and to deadlines	✓	
Demonstrate good judgement	✓	
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.	✓	
Ability to produce required outcomes with minimal supervision		✓
Involvement in networking and sharing of best practice.		✓
Personal values that are consistent with the ethos of a Catholic School	✓	
The ambition to develop each child to his or her maximum potential	✓	
The desire to afford each child the dignity they require to build self esteem and so to flourish	✓	
Excellent communication skills	✓	
Interpersonal skills which demonstrate an ability to motivate students and to convey enthusiasm for teaching & learning	✓	
Have a positive and 'can do' approach when solving problems		✓
Must be able to remain calm in stressful situations and instil this calm when necessary	✓	
Experience		
Data analysis and target setting		✓
Experience of working with others to develop teaching & learning innovations		✓
Successful, recent teaching experience in a secondary school	✓	
Proven record of raising standards at all ability levels		✓
Experience of teaching subject to A level standard		✓
Professional Development		
Evidence of substantial recent professional development, including curriculum developments and pedagogy	✓	
Experience of working with other schools / organisations / agencies		✓
Knowledge Skills & Aptitude		
A sound understanding of the Ofsted framework		✓
Good ICT skills consistent with subject	✓	
Experience of using data to effect improvement		✓
Ability to plan strategically, monitor effectively and evaluate analytically		✓
		✓
Current educational issues especially related to the curriculum at KS3, KS4 and KS5		
Ability to employ a range of resources and teaching & learning strategies encouraging differentiated learning	✓	