



JOB DESCRIPTION

1. INTRODUCTION

1.1 Post Title: SECOND IN FACULTY

1.2 Post Purpose: Post Purpose

The post will also include whole Faculty responsibilities following discussion and agreement with the Head of Faculty, Leadership Team Link and Principal, e.g.:

- Cover for Head of Faculty as and when required.
- Professional development and mentoring.
- Whole school developments e.g. ICT, Literacy, AfL, Citizenship, etc.
- Undertake Work Scrutiny and Learning Walks.
- Monitoring rewards and sanctions.
- Assessment, including mock examinations and external examinations entries.
- Target setting and review of current /predictive performance data.
- GCSE controlled assessment moderation, organisation of oral assessments and intervention programme.
- Development of schemes of learning and teaching resources.
- Organisation of resources.
- Extra-curricular programme and activities designed to raise aspirations and engagement with.

1.3	Reporting to:	Head of Faculty, Leadership Team link and Principal.
1.4	Responsible for:	Teaching staff and other specified personnel within the subject area.
1.5	Liaising with:	Principal/Leadership Team, Heads of Faculty and Subject Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents.
1.6	Working Time:	Full time.
1.7	Salary/Grade:	Example – classroom Teachers’ Pay Scale and TLR.
1.8	Disclosure level	Enhanced.