



AUDENSHAW SCHOOL JOB DESCRIPTION

1. INTRODUCTION

- 1.1 NAME OF POST HOLDER:**
- 1.2 Post Title:** **SECOND IN CHARGE**
- 1.3 Post Purpose:** To assist the Curriculum Leader in the provision of a challenging, engaging, relevant and enjoyable curriculum, which is broad and balanced, in accordance with the School's Intent and relevant policies.
- 1.4 Accountable to:** Principal
- 1.5 Reporting to:** Curriculum Leader
- 1.6 Liaising with:** Principal, Senior Leadership Team, Other Curriculum Leaders, the SENCO, Learning Support Department and relevant support staff, relevant staff with cross-School responsibilities, local authority representatives, external agencies and parents.

2. TEACHING:

- 2.1** To undertake an appropriate programme of teaching in accordance with the duties of a teacher.

3. SPECIFIC ROLE RESPONSIBILITIES:

- 3.1** To assist in proactively leading, managing and developing the curriculum area.
- 3.2** Be fanatical about the raising of student attainment and achievement within the whole curriculum area and to monitor and support individual student progress across all student groups.
- 3.3** To ensure the effective/ efficient deployment of classroom support through working closely with the School's SENCO.
- 3.4** To assist the Curriculum Leader with student progress in the curriculum area, enrichment (extra-curricular activities, trips and competitions) and personal development within the wider School setting.
- 3.5** To inspire and empower teachers in the curriculum area to become reflective, creative and ambitious practitioners.
- 3.6** To develop and enhance the teaching of other by modelling exemplary classroom practice and leadership behaviours in the wider School community.
- 3.7** To assist the Curriculum Leader in effectively managing and deploying teachers, including post holders, non-specialists of the curriculum area and support staff used within the curriculum area as appropriate.
- 3.8** To lead, challenge and support teachers in the curriculum area, ensuring clear lines of communication and accountability with measurable and discernible outcomes by the timely identification and facilitation of any training and development needs. The Second in Charge will embrace the use of Iris to help develop their own and department members' pedagogy.



3.9 To assist in leading and managing the team of teachers in the curriculum area and support staff used in the curriculum area to

- i)** maintain and improve the standards of student behaviour and personal development
- ii)** monitor and improve student progress through the effective analysis of assessment data.

3.10 To effectively manage financial and physical resources within the curriculum area to support the designated curriculum portfolio.

3.11 To ensure that you are willing to take part in relentless professional development as Second in Charge. This can include strategies to improve your own pedagogy, courses to help develop subject knowledge and leadership styles and external qualifications such as the NPQML/NPQSL.

4. SCHOOL VISION AND VALUES:

4.1 To work with the Principal in achieving the School's vision and modelling and supporting the School's values.

4.2 Comply with all of the School's policies and procedures, including but not limited to, staff handbook, and staff code of conduct.

4.3 Establish and maintain effective working relationships with professional colleagues and parents.

4.4 Participate as required in meeting with professional colleagues and parents in respect of the duties and responsibilities of the post.

4.4 Take active responsibility for own professional development, including seeking out and participating in appropriate CPD activities.

5. SIGNATURES:

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equalities Act 2010.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Second in Charge)

Signed
(Principal)

Dated

Dated