

LITTLE HEATH SCHOOL
Little Heath Road
Reading, Berkshire
RG31 5TY
Headteacher: Mr D J Ramsden



JOB DESCRIPTION: Second in Department
Job Title: Second in PSHE
Report to: Head of PSHE
Job Purpose: The Second in PSHE will:

- take responsibility for the overall Quality of Education within the PSHE curriculum alongside the Head of Department;
- to lead the implementation of the Digital Skills curriculum within the PSHE Department
- raise standards of student progress at all Key Stages across the PSHE curriculum;
- Deputise for the Head of PSHE, as required;
- carry out the professional duties of a classroom teacher as set out in the current STPCD;
- perform the duties of a form tutor, providing wide-ranging pastoral support for students.

Salary/pay grade: TLR2 (a) £3214.00 (Nationally agreed pay scales are used as defined in the STPCD).

Generic responsibilities of the post:

Teaching and Learning

- To develop innovative approaches to teaching and learning in order to raise standards of student progress.
- To monitor and evaluate student progress at the specific Key Stages identified, including for specific groups (such as high attaining pupils, SEND and Disadvantaged).
- To work alongside the head of Department to monitor and evaluate the quality of teaching and learning in order to improve the overall Quality of Education in the Department.
- To lead the work of subject teachers in creating a climate for learning in the department.
- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.

Assessment and Recording

- To ensure that departmental assessment of student progress is accurate and informs future learning, in line with the school's assessment policy.
- To implement an effective assessment, moderation and reporting processes to support student progress.

- To use a range of assessment data to track the progress of individuals and teaching groups within the department and to co-ordinate and evaluate intervention work where needed to raise the performance of underachieving students.
- To provide diagnostic, formative and summative assessment information to students, parents and other school leaders as required.

Curriculum Intent, Implementation and Impact

- To develop the overall subject curriculum in line with the departmental curriculum intent statement.
- To lead on the implementation of a high quality, personalised and relevant curriculum.
- To ensure that schemes of work facilitate the delivery of the curriculum.
- To keep up-to-date with national developments in curriculum design and pedagogy.

Student personal development and well-being

- To ensure that the school follows relevant national policies on safeguarding, thus allowing students to be healthy and safe at school.
- To promote good standards of personal conduct and behaviour so that effective learning can take place, supporting colleagues and whole school systems where required (for example through On Call and SDS duties).
- To promote good attendance, punctuality and a high standard of behaviour for learning in the department.
- To promote the personal development of students through the curriculum and engagement in a range of extra-curricular opportunities.

Management of Staff

- To be responsible for line managing members of the department.
- To undertake formal duties within the school's Appraisal policy, thus providing recommendations to the Headteacher for progress on the main and upper pay range.
- To ensure that teaching assistants and support staff are employed effectively.
- To support new staff, ECTs and trainee teachers in the department in line with the school's policy on staff induction and mentoring.

Management of Resources

- To advise the head of department on the annual requirements for resources at all Key Stages.
- To co-ordinate resources to support teaching and learning at all Key Stages.

Relationships with key stakeholders

- To foster positive relationships throughout the school community.
- To assist the Head of Department in preparing reports for the Senior Leadership Team and Governing Body.
- To develop effective relationships with parents which focus on students' learning and progress.
- To attend relevant West Berkshire regional network meetings.

Other duties

- To undertake any further duties as outlined by the Head of Department to support the leadership of the subject.
- To deputise for the Head of Department in their absence (such as by attending relevant meetings).
- To undertake any further duties as outlined by the Headteacher, Headteacher provided that they are reasonable and appropriate.