

**Magdalen College School**

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment.***

**JOB DESCRIPTION**

Name of staff member:

Post Title	Second in Faculty - Assistant Head of Social Sciences: Head of Business & Economics TLR 2b
Purpose	To support and facilitate learning, enabling students to achieve to their individual potential.
Reporting to	Head of Faculty
Additional Accountabilities	<ul style="list-style-type: none"> <li>a) To ensure that all students and staff are safe within the faculty and take any necessary steps to ensure a safe working environment, as necessary, in accordance with legislation and school policy.</li> <li>b) To ensure that all students make progress in line with the school's expectations in specific courses taught, as delegated by the Head of Faculty</li> <li>c) To support the Head of Faculty in carrying out monitoring activities to ensure that the quality of provision within the faculty is in line with the school's expectations, including the quality of teaching and standards of behaviour.</li> <li>d) To ensure effective organisation of schemes of learning for identified courses taught and the deployment of teaching resources to support high quality course delivery.</li> <li>e) To support the Head of Faculty in the formulation of faculty policies, in accordance with school policies, and the formulation of a faculty development plan which supports and supplements the school development plan.</li> <li>f) To manage the performance of identified staff within the faculty, and carry out the role of appraisal team leader for designated staff.</li> <li>g) To manage the delivery of specific courses, as required.</li> <li>h) To deputise for the Head of Faculty, as required.</li> </ul>
Accountabilities as a classroom teacher (relates to students taught)	<p>To adhere to the teacher standards by:</p> <ul style="list-style-type: none"> <li>a) Preparing and delivering lessons which follow faculty schemes of learning and meet the needs of individual students</li> <li>b) Assessing, monitoring and reporting students' progress according to faculty and school policy</li> <li>c) Recording and using data on students' prior and ongoing performance/learning characteristics to inform effective target setting and lesson planning and to enable students to fulfil their potential</li> <li>d) Contributing to all developmental and organisational priorities within the faculty development plan</li> <li>e) Sharing and supporting the whole school responsibilities for providing opportunities for the personal and social development of students</li> <li>f) Following all school and faculty policies and procedures</li> <li>g) Ensuring team leader is kept informed of issues which could lead to student under-performance</li> <li>h) Ensuring learning support staff are able to effectively fulfil their role in supporting the learning of students.</li> </ul>
Accountabilities as a member of staff	<ul style="list-style-type: none"> <li>1. To ensure that the safety and welfare of all students is given priority at all times</li> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To support the personal and social development of students within the school</li> </ul>

	<ol style="list-style-type: none"> <li>5. To engage actively in the Performance Management Review Process</li> <li>6. To implement all school policies</li> <li>7. To attend all directed time meetings</li> <li>8. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> <li>2. Committed to ensuring the safety and welfare of all students at all times</li> <li>3. Prepared to teach across the age and ability range</li> <li>4. Committed to team work within all aspects of the school</li> <li>5. Proactive in terms of furthering their professional knowledge and skills</li> <li>6. Punctual for all commitments</li> <li>7. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li> </ol>

Job description agreed (signed)

Staff member.....

Head of Faculty ..... Date .....