



Second in Charge of Department - English

Salary:	Inner London MI-UPS3 (£38,766 to £60,092) Plus, TLR2C (£8,279)
Required for:	September 2025
Closing Date:	Friday 25th April 2025
Interview Date:	TBC

Main salary dependent upon experience

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



Why Work at Cardinal Pole?

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

We are looking for an exceptional teacher to join an outstanding department which promotes excellent teaching and learning in order to secure outstanding outcomes, and who works well with staff and students to inspire a love of English. The department has highly experienced and stable staff that are in a position to support professionals at all stages of their career. The department provides an enriching education, supported by an engaging and diverse curriculum, Poet in Residence and Librarian as well as its participation in a wide range of extra-curricular activities. *Please note that Cardinal Pole reserves the right to interview and appoint prior to the closing date.*

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 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 an AWARD WINNING National School of the Year 2024 & TWICE 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 Description

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 the department 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, create a climate which supports and encourages all pupils in the subject.
- With the Head of Department, 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 in carrying out departmental self-evaluation and the production of departmental action plans that reflect 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.
- 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, actively promote and support intervention strategies for all year groups and in particular public exam cohorts.
- With the Head of Department, actively promote the use of ICT both to enhance teaching & learning and for administration purposes
- With the Head of Department, recognise and acknowledge all aspects of achievement and implement the school's rewards and merits systems consistently.
- With the Head of Department, ensure the efficient administrative functioning and resourcing of the department.
- To assist the Head of Department in monitoring and evaluating the work of the department.
- To assist the Head of Department in ensuring that English classrooms feature engaging and relevant displays in classrooms.
- Participate in public and internal examination arrangements.
- Act as a role model in the provision of high-quality teaching, learning and assessment.
- To deputise for the Head of Department in their absence, including the timely provision of cover where necessary.
- With the Head of Department, ensure the timely and accurate input of data for tracking purposes.
- To take an active role in providing CPD to colleagues leading to high standards of professional practice.
- To take an active role in team meetings and lead elements of these where appropriate.
- To assist in the promotion of literacy within the subject regularly and consistently.
- To be a social media ambassador for the department and thereby promote the department's work, and enhance the reputation of the school, through regular contributions.

- To assist the Head of Department in the implementation of quality assurance procedures that maintain consistency of standards across the department.
- 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.

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

The duties may be varied to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete duties. The person in the post may also have to carry out other duties as may be necessary from time to time.

Special Conditions of Service

This post is subject to a Fully Enhanced DBS check, references and Rights to work in the UK. You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

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 workload effectively and respond swiftly to tight deadlines	✓	
Willingness to share expertise, skills, knowledge and ability to inspire others as a positive role model	✓	
Possess high levels of drive, energy, and resilience	✓	
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 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	✓	