



Mossbourne  
Federation

# **Second in Charge - English Learning Area**

## **Job Description**



<b>POSITION</b>	Second in Charge English Learning Area
<b>SALARY</b>	Teachers main pay scale + TLR / UPS + TLR
<b>START DATE</b>	Monday, 1 <sup>st</sup> September 2025 [INSET Days 1 <sup>st</sup> and 2 <sup>nd</sup> September 2025]
<b>HOURS</b>	40 hours per week
<b>FULL TIME EQUIVALENT</b>	Full Time, 52.143 weeks per annum
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	Head of Learning Area
<b>LOCATION</b>	Mossbourne Fobbing Academy
<b>KEY WORKING RELATIONSHIPS</b>	SLT, ELT, teachers, support staff, students and parents

## Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

## Mossbourne Fobbing Academy (MFA)

Mossbourne Fobbing Academy is a school with a rich history of excellent academic, artistic, and sporting achievements. Today, that legacy of excellence lives on through our wonderfully talented students and terrifically dedicated staff.

Everything we do is built on the conviction that learning and safeguarding come first. We expect the highest standards of behaviour so that our students can focus on learning in an environment that supports them to feel, and be, safe. This means our teachers intellectually plan and teach lessons with great care, and in great detail, to ensure that all of our students acquire the knowledge, character and qualifications they need to reach their potential.

Our students capitalise on a fantastic range of facilities that encourage them to nurture and pursue their passions in sports and the arts. While our range of extra-curricular activities, including the Combined Cadets Force and The Duke of Edinburgh's Award, offer experiences that broaden horizons and enrich lives.

We are dedicated to ensuring that our students leave equipped with the knowledge, character and qualifications that open the doors to whatever future they envisage for themselves. Our students leave ready to make their mark on the world and bring positive change to their communities.

Mossbourne Fobbing Academy is at an exciting point in its history as it joins the Mossbourne Federation – a Federation with exceptionally high standards where students achieve outcomes which are among the best in the country. These



exciting times bring our school a fantastic opportunity to develop, to grow and really prosper as we continue our mission to ensure our students get the outstanding education they deserve.

If you want to be part of the team that is improving the life chances of our students, then read on.

## **The English Learning Area**

The English Learning Area currently employs the equivalent of 9 full-time teachers teaching English, English Literature and A Level English Literature. Responsibility for the learning area is shared between the Head of Learning Area (HoLA), a second in charge and several other members of the team. English teachers at Mossbourne Fobbing Academy (MFA) are passionate about their subject, passionate about reading and literacy and are committed to the pursuit of excellence; it is an exciting place to teach English Every student takes a GCSE English Language and GCSE English Literature. The department is well-resourced with every classroom benefiting from an interactive whiteboard and a visualiser. The department also has its own workspace in which English teachers work collaboratively to seek the very best ways to ensure student success and engender a love of the subject.

## **Job Summary**

We are seeking an outstanding leader and practitioner who is ready to provide strong leadership for the learning area. The successful applicant will be passionate about teaching and have the drive and ambition to lead improvements. They will be well organised and willing to go the 'extra mile'. They will be a driving force in the Learning Area who will deputise for the Head of Learning Area when they are unavailable, collaborate closely with the Head of Learning Area and will embody the high standards that we expect from all of our staff. They will share in the vision that educational excellence is for all and will be instrumental in not only maintaining high standards but have the desire to play a significant role in developing the English Learning Area further.

## **Main Duties & Responsibilities**

Responsibilities include, but are not limited to:

- To lead the Learning Area in their support for the Head of Learning Area and deputise for the Head of Learning Area, when necessary.
- Co-ordinate, oversee and contribute to the development of schemes of work liaising with the Key Stage coordinators.
- To work with the Head of Learning Area to ensure effective provision of teaching and learning of English.
- To observe colleagues on a regular basis and provide quality feedback, setting targets for improvement and follow up where appropriate.
- To support English teachers in their drive to become outstanding, through lesson observations, paired planning and learning area INSET.
- To participate in training, monitoring and mentoring of NQTs and Schools Direct trainees and the mentors that support these members of staff.
- To contribute to the planning, development and delivery of training and INSET within the English learning area.
- To take on a lead role in ensuring outstanding behaviour is upheld in the English learning area.
- To train teachers on the use of data and how to use it effectively across the learning area.
- To have an overview of progress and attainment of students across all Key Stages.
- To be a member of the pastoral team & if required, a form tutor carrying out associated responsibilities.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- To oversee Prep lessons, including delivery of 'Bourne Scholar' sessions, as directed and in accordance with Academy expectations



<b>Person Specification</b>			
<b>E</b> Essential Or <b>D</b> Desirable	<b>Requirements</b>	<b>Assessment Criteria</b>	
		Interview	Application Form
<b>Experience</b>			
<b>E</b>	Ability to teach English to KS4	<b>X</b>	<b>X</b>
<b>E</b>	Knowledge and understanding of how students learn	<b>X</b>	<b>X</b>
<b>E</b>	Ability to monitor and report student attainment across all Key Stages	<b>X</b>	<b>X</b>
<b>E</b>	Training, monitoring and mentoring ECTs and Schools Direct trainee teachers	<b>X</b>	<b>X</b>
<b>E</b>	Ability to observe colleagues on a regular basis and provide quality feedback, setting targets for improvement and follow up where appropriate	<b>X</b>	<b>X</b>
<b>E</b>	Ability to plan, develop and deliver training and INSET within the learning area	<b>X</b>	<b>X</b>
<b>E</b>	Capable of up skilling teachers on the use of data and how to use it effectively across the learning area	<b>X</b>	<b>X</b>
<b>E</b>	Ability to develop and maintain positive relationships with teachers, support staff and parents	<b>X</b>	<b>X</b>
<b>E</b>	Ability to coordinate, oversee and contribute to the development of schemes of work liaising with the Key Stage Coordinators	<b>X</b>	<b>X</b>
<b>E</b>	Capable of supporting English Teachers in their drive to be outstanding	<b>X</b>	<b>X</b>
<b>E</b>	Effective classroom management and efficient organisation of resources	<b>X</b>	<b>X</b>
<b>Qualifications</b>			
<b>E</b>	A good degree in English or a related subject	<b>X</b>	<b>X</b>
<b>E</b>	Qualified Teacher Status (QTS)	<b>X</b>	<b>X</b>
<b>IT knowledge</b>			
<b>D</b>	Knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)		<b>X</b>
<b>D</b>	Ability to swiftly adapt to and utilise new/various systems/software		<b>X</b>
<b>D</b>	Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area		<b>X</b>
<b>Behavioural Competencies</b>			
<b>E</b>	Excellent communication skills	<b>X</b>	
<b>D</b>	Strategic approach, ability to see the 'big picture'	<b>X</b>	
<b>D</b>	Have the initiative to work independently with minimal supervision	<b>X</b>	



E	Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard	X	
E	Must have the upmost integrity as well as high levels of motivation and commitment.	X	
E	Proactive approach and efficient time management and prioritisation skills	X	
E	The drive to deputise for the HOLA when necessary	X	X
E	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	X	X
<b>Applicable to all staff</b>			
E	Undertake training as required to so in order to fulfil the requirements of the role	X	X
E	Support Mossbourne' s efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne' s initiatives and findings	X	X
E	Recognise your role as part of the succession of Mossbourne	X	X
E	Play an active role in terms of Safeguarding all students and adults	X	X

***Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.***

***The document is not a comprehensive list; it simply outlines the expectations of this role.***

***This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***