

SUBJECT LEADER

Job Description

Job Title: Subject Leader
Pay grade: MPS/UPS plus TLR
Responsible to: SLT Line Manager

This job description should be read as an addition to the requirements of a teacher's job description

CORE PURPOSE

- To support the ethos and culture of the school as defined by the Principal
- To contribute, significantly, to the school's development
- To be accountable for leading, managing and developing the subject area
- To raise standards of student attainment and achievement within the designated subject area and monitor/support student progress across all groups
- To monitor, develop and enhance the teaching practice of others within the subject area through line-management arrangements

Through the core purpose and particular responsibilities, the post-holder will fulfil the criteria for a TLR payment namely:

1. Having impact on educational progress beyond their assigned pupils;
2. Leading, developing and enhancing the teaching practice of others;
3. Having accountability for leading, managing and developing a subject area;
4. Having a line-management responsibility

PRINCIPAL RESPONSIBILITIES AND TASKS

Leadership and Management

- To develop a vision and direction for the subject through consultation and within the context and framework of the School Development Plan
- To produce a Subject Development Plan to support the work of the subject and the school (including whole-school targets) and be accountable for standards
- To identify training needs across the subject area and liaise with the CPD Lead
- To line-manage subject staff and participate in Professional Growth and Development arrangements as required
- To oversee the provision and maintenance of effective resources for learning – texts; materials; equipment
- To take responsibility for the physical environment of the subject area including classrooms, corridors and resource areas
- To liaise with the departmental Line Manager in the deployment and performance of non-teaching staff
- To support and monitor the consistent implementation of whole-school policies, approaches and expectations across the subject team

- To encourage the health and well-being of all students and staff working in the subject in line with school policies
- To ensure that appropriate and high quality information is provided for school publications such as prospectuses, option booklets, newsletters etc.

Curriculum, Teaching and Learning

- To liaise with the SLT Curriculum Lead on the deployment of team members and time-tabling arrangements
- To develop (working with other staff as appropriate) schemes of work relevant to each Key Stage and each area of the subject in order to deliver high quality teaching and learning
- To guide and inform effective teaching practice through a Subject Handbook
- To monitor learning and teaching in line with whole-school quality assurance arrangements. (e.g. through examination analyses/evaluations; subject reviews; lesson observations; work scrutinies; homework checks; staff, student and parent feedback; regular line-management meetings)
- To encourage active and creative teaching approaches and disseminate good practice
- To act as a lead practitioner for the subject area
- To support and develop areas of expertise within the subject area
- To review the subject curriculum offer regularly to ensure that student needs are being met
- To support all subject staff in maintaining a safe, positive and orderly environment for learning and teaching.

Assessment

- To assist in setting targets for the subject area at each Key Stage and monitor progress towards them
- To oversee, and be accountable for, student progress across the subject area
- To maintain and monitor appropriate records of student progress and achievement
- To ensure students are fully prepared for examinations, including supporting and co-ordinating revision programmes and activities
- To ensure that relevant policies such as assessment and homework are implemented
- To support staff in completing written reports
- To support staff in communicating effectively with parents (through Open Evenings and Consultation Evenings for example)
- To implement practice and policy as defined by the Staff, Leadership and Subject Leader handbooks

Additional Duties

- To fulfil the role of form tutor as required
- To adopt a high profile around the school site
- To contribute to “on-call” duties if required
- To play a full part in the school community

Please note - this is not an exhaustive list of duties and responsibilities, and you may be required to fulfil other responsibilities from time to time as agreed with the Principal.

PERSON SPECIFICATION

	Essential	Desirable
<p>Qualifications and Experience</p> <p>Leadership and Management</p>	<ul style="list-style-type: none"> ● Qualified teacher able to demonstrate good/outstanding classroom practice ● Good honours degree in related subject ● Secondary teaching to GCSE ● Proven success in preparing students for public examinations ● Secure knowledge of the National Curriculum and public examination assessment requirements ● Evidence of recent relevant professional development ● Understanding and use of ICT in teaching and learning <ul style="list-style-type: none"> ● Ability to demonstrate an understanding of leadership and management ● Ability to manage change ● Ability to challenge, support and motivate people ● Understanding of school self-evaluation and the role of middle leaders ● Ability to set and expect high standards from staff ● Ability to communicate effectively in speech and writing ● Ability to build relationships with parents, governors, partner schools, Trust staff and the local community ● Ability to work positively with senior managers 	<ul style="list-style-type: none"> ● Post-16 teaching ● Experience in a number of schools ● Successful experience of holding a position and responsibility and managing people
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ● Hardworking and enthusiastic ● Flexible and adaptable ● Reflective ● Resilient ● Positive ● Personable and approachable 	