Job Description

Position: Subject Leader

Reports To: Assistant Principal

The key task of the Subject Leader is to support the Assistant Principal to ensure the faculty’s provision is both effectively and efficiently managed to significantly raise standards. The range of responsibilities delegated to the Subject Leader with regard to provision and co-ordination is outlined below. It is expected that all legal and statutory requirements are met for students via the Subject Leader.

Core Purpose of the Post

The Subject Leader offers high quality teaching and learning to bring about improved standards of achievement for all students. Subject Leader assists in the day-to-day operation to enhance the provision made by the academy for students within their faculty.

Key Responsibilities

* Support the strategic direction and development of faculty
* Support the evaluation of data to provide strategic interventions for both staff and students performance
* Support the development of teaching and learning
* Support the management staff
* Support the effective monitoring of standards and underperformance
* Support the effective systems of communication, including feedback about student’s learning and progress to inform faculty’s future planning and intervention.
* Ensure the objectives of the faculty’s improvement plan are supported.
* Maintain up-to-date knowledge of National and local initiatives which may impact upon policy and practice in the faculty

Progress & Achievement of Students

* To support the monitoring of achievements, welfare and discipline of students in the faculty
* To support the co-ordination of the entries for internal and external examinations in conjunction with the Examinations Officer
* To ensure all data deadlines are met and the quality of assessment in the faculty is effective and timely
* To support the Assistant Principal to ensure all students in the faculty make progress in line with academy targets for 3 levels of progress

Teaching & Learning

* Be a part of working parties and coaching groups to support the development of teaching in the faculty
* Review lessons through learning ambles and student trails to quality assure faculty teaching and learning
* Collect and interpret specialist assessment data gathered on students and use to inform faculty practice
* Work with students, class teachers and those with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement is set for students
* Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum
* Review intervention support plans half termly with Assistant Principal and agree and communicate new targets

Management

* To support Assistant Principal in planning for continual improvement
* To promote an atmosphere of shared good practice with colleagues
* To produce the faculty’s development plan and self-evaluation document
* To support the professional development of all staff, including newly qualified teachers and initial teacher training students in the faculty
* To support in the appraisal of faculty colleagues on an annual basis

Curriculum

* To ensure that work in support of schemes of work is developed and reviewed regularly in co-operation with all members of the faculty
* To support the faculty’s runs system of cover for absent staff

Ethos & Culture

* To support the promotion of an ethos and culture within the faculty that is in line with achieving the aims of the academy
* To ensure behaviours that support and contribute towards developing the values of the academy
* Undertake such other duties that may be required from time to time at the request of the Assistant Principal
* Participate in training and learning activities and performance development as required
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
* Be aware of and comply with policies and procedures relating to Child Protection, health, safety and confidentiality, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to overall ethos/work/aims of the Academy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_