**Bede Academy**



**Standard Responsibilities for all Subject, Assistant Subject Leads**

**and Key Stage Co-ordinators**

Assistant Leads and Subject Leads of Academic Departments will be responsible to the Principal for:

* Supporting the Subject Lead / Head of Department to ensure the highest possible attainment and behaviour by all students in each Year Group.
* Ensuring all students are thoroughly prepared to achieve the highest possible success in assessment and any public examinations.
* The formulation of detailed Schemes of Work including assessment and homework procedures. Assessment procedures must be in place and records kept on a termly basis in order to inform the Principal and to assist setting reviews.
* The analysis of performance data with all classes so as to inform the targeting of areas for both sharing good practice and seeking further improvement.
* Contribute to an annual Development Plan consistent with, and complementary to, the Academy Development Plan undertaking quantitative and qualitative data analysis to identify the impact.
* Keeping the Principal informed, through their Line Manager, of progress and development within the Subject. The Subject Lead will need to keep abreast with recent research and developments, both in the subject area and in education generally.
* The implementation of the National Curriculum and Assessment as outlined by the Qualifications and Curriculum Authority (QCA) or a suitable alternative approved by the Principal. Regular updating of KS3 curriculum in light of KS2, GCSE and A Level changes
* The efficient administration and organisation of all matters relating to the Subject including the management of stock.
* The efficient management and allocation of any annual Subject budget.
* The implementation of the Academy Health and Safety policy within the Department.
* The induction of Newly Qualified Teachers, the appraisal and staff development of teachers within the Subject and the direction of students in Initial Teacher Training where appropriate.
* The full application of Information and Communications Technology within the Subject and its assessment. Liaison with ICT Lead to best achieve, monitor and report such achievement.
* The delivery and development of the Subject within the ethos and values of an Academy with a Christian foundation and the relevant specialisms.
* The close working of the Subject with the Individualised Learning Team and SENCo to ensure the highest possible attainment by students of all abilities.
* A system whereby students’ work is displayed, and regularly changed, within the Academy.
* Any other reasonable duties required by the Principal.