



JOB DESCRIPTION

SUBJECT LEADER

Job Holder:

Job Title: Subject Leader of Personal Development

Salary: TLR 1a

Responsible to: SLT line-manager

Contractual Hours: 32.5 hours per week

1. PURPOSE OF JOB:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student learning & progress.
- To be accountable for student learning, progress and development within the curriculum area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school
- To be accountable for leading, managing and developing the curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area.

2. MAIN (CORE) DUTIES:

Operational/Strategic Planning

- To formulate and evaluate an annual development plan for the curriculum area, which focuses on raising standards for all students, as informed by the school's quality assurance procedures.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment strategies and teaching and learning strategies in the curriculum area, including the delegation of appropriate tasks to other members of staff in the curriculum area.
- The day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement School Policies and Procedures

- To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To work with the subject leader for ICT to foster and oversee the application of I.C.T. in the curriculum area, including the development of materials for Open or E Learning.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in line with national requirements and are updated where necessary, therefore liaising with the Site Manager.
- To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying resources to the maximum benefit of the students.
- To make use of analysis and evaluate the performance data provided in order to provide effective intervention with individual students.
- To ensure that equipment and books are maintained in accordance with school policies.
- To register each class using the electronic registration system according to school procedures.
- To keep appropriate records and to complete assessments and profiles of students as required by whole-school policy.
- To supervise the use and care of the school fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations.
- To work with relevant members of the SLT in order to ensure that the curriculum area's teaching commitments are effectively and efficiently time-tabled and roomed.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Curriculum Provision and Development

- To liaise with the SLT line manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and school self-evaluation processes.
- To ensure appropriate differentiation is in place across the curriculum area to meet the needs of all groups of students, and to liaise with the Inclusion Manager as appropriate.
- To lead and be accountable for the development and delivery of the national curriculum and examination courses at all levels in the curriculum area.
- To keep up to date with national developments in the curriculum area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the School's Examinations Officer to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Literacy and Numeracy and personal learning and thinking skills in the curriculum area.
- To represent the curriculum area in all new initiatives and curriculum developments.

Quality Assurance:

- To ensure the effective operation of quality control systems in line with the School's Self Evaluation processes.
- To be involved in the setting of targets, the dissemination of that information within the curriculum area and to work towards their achievement.
- To establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all areas within the curriculum area.
- To contribute to the school procedures for lesson observation and learning walks.
- To implement School quality procedures and to ensure adherence to those within the curriculum area.
- To monitor and evaluate the curriculum area in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the curriculum area quality procedures meet the requirements of self-evaluation and the School Development Plan.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system, and to ensure that all members of staff in the curriculum area are confident in using and interpreting relevant data for their teaching groups.
- To identify and take appropriate action on issues arising from data, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance/self-evaluation cycle for the curriculum area.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Data Assistant, to manage the curriculum area collection of data.
- To provide the Governing Body with relevant information relating to the curriculum area performance and development as required.

Communication, marketing and liaison

- To ensure that all members of the curriculum area are familiar with its aims and objectives and are able to interpret the schemes of work and associated resources effectively.
- To delegate tasks to other members of the curriculum area as appropriate, including the production of schemes of work and associated resources.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To contribute to School marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective curriculum links with partner schools and the community, attendance where necessary at liaison events in partner schools, and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective curriculum links with external agencies.

- To represent the curriculum area views and interests at subject leader meetings, subject development meetings, governors' meetings, line-management meetings and any other relevant opportunities.

Pastoral Care & Guidance

- To monitor and support the overall progress and development of all students within the curriculum area.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHCE, and the wider curriculum of the school as appropriate.
- To ensure the Behaviour Management system is implemented in the curriculum area so that effective learning can take place.
- To support colleagues within the curriculum area who are experiencing difficulties with Behaviour Management.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To prepare and teach lessons to the teaching groups assigned by the subject leader using methods appropriate to the age and ability of each individual student.
- To ensure that lesson plans include clear differentiation to cater for students of all abilities, including the gifted and talented.
- To undertake assessment of student progress, setting targets and monitoring performance in line with school and departmental policies.
- To participate with the subject leader and other colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities, and should cater for all learning styles.
- To set and assess meaningful homework on a regular basis according to the school homework policy.
- To maintain an up to date knowledge of the subject, and utilise a range of teaching methods in line with currently acknowledged best practice.
- To use directed time to actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities.
- To share in the preparation and delivery of PSHCE lessons if so directed by the Headteacher.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and staff and students to follow this example.
- To take responsibility for one's own ongoing personal development.
- To engage actively in one's own performance review process.

- To undertake any other duty as specified by the *Statutory Teachers' Pay and Conditions* document not mentioned in the above.
- To share in the corporate responsibility for maintaining the highest standards of behaviour within the school community based on mutual respect between students and staff.
- To take reasonable care of one's own health and safety and that of others.
- To inform the Site Manager of any concerns with regard to Health and Safety.

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: Date:
Job Title

Agreed By: Date:
Headteacher