

ANNEXE B
POLICY RELATING TO THE WORKING PRACTICE OF A FOUNDATION
SUBJECT(S) CO-ORDINATOR (PRIMARY) / SUBJECT CO-ORDINATOR
(SECONDARY) (in addition to the class teacher role)

(This does not form part of the contract of employment)

A. Strategic direction and development of the subject - with the support of, and under the direction of, the head teacher and senior management team to:

- develop and implement a policy for the subject which creates an understanding of its role in children's learning;
- develop plans for the subject, its development and/or maintenance in line with the school development plan;
- monitor progress and evaluate the effects on teaching and learning by working alongside colleagues when possible.

B. Teaching and learning - to:

- establish clear targets for achievement and progress in the subject;
- evaluate the teaching of the subject by monitoring plans and through work analysis, and take appropriate action to improve the quality of teaching where necessary.

C. Leading and managing staff - to:

- help all teachers to achieve expertise in teaching the subject through example, support and professional development opportunities;
- advise the head teacher, S.M.T. and governors are well informed about policies, plans and priorities for the subject, and their incorporation in the school development plan where appropriate.

D. Effective deployment of resources - to:

- support the head teacher by maintaining and developing resources, and efficiently managing expenditure for the subject;
- help colleagues to create a stimulating learning environment to enhance the teaching and learning of the subject.

- to promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- to report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- to attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school