Paddington Academy

Job Description

Post: Assistant Subject Leader

Responsible to: Subject Leader

Job Purpose

The main purpose of this post is to provide strong leadership to support the development of the subject area across the Academy.

Responsibilities:

* To set high expectations for standards of teaching and learning and to model excellent practice
* To promote the building and sharing of good practice
* To ensure the consistent application of teaching and learning strategies that meet the needs of all learners
* To ensure the ongoing development and evaluation of appropriate specifications and learning maps and that these are followed by all teachers
* To create knowledge organisers and ensure retrieval practice is mapped carefully throughout the curriculum
* To lead curriculum masterclasses to support subject knowledge development and subject pedagogy
* To monitor and evaluate standards of teaching and learning through classroom observation, sampling pupils’ work and student feedback
* To oversee effective assessment, recording and reporting of pupil progress
* To monitor and evaluate standards of attainment through the collection, analysis and reporting of performance data
* To work with the Subject Leader to complete and regularly update the subject development plan
* To create a stimulating learning environment across your subject area that promotes its identity and its contribution to the whole Academy curriculum
* To keep abreast of national developments in your subject area and apply them where relevant
* To carry out any other relevant tasks and duties as may occasionally be required
* To develop an extra-curricular programme supporting student progress and enrichment
* To support the training and development of staff including mentoring trainees

#### Links

* To report to your line leader and contribute actively to a relevant and coherent learning experience for pupils across the whole curriculum area
* To build and maintain an effective team of staff
* To develop cross curricular links

**Person Specification**

The successful candidate will have demonstrated the following in their application / interview:

* Be an outstanding teacher
* Be committed to continuous improvement
* Have evidence of supporting or training other colleagues and of working with students beyond those that they teach
* Have knowledge of current educational issues, legislation and an appreciation of the context of the academy
* Be a team player
* An unshakable belief that every student deserves the best and can achieve the best
* A belief that there are no barriers to success that can’t be dismantled
* The ability, time and energy to go the extra mile, no matter what
* To be able to hold people to account in a fair, emotionally intelligent, honest, open but rigorous manner
* To be endlessly positive and optimistic
* To be solution focused and never give up
* To be charismatic and have the ability to bring out the best in any student or adult
* To have a relentless focus on high standards and an eye for detail

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.