

Job Description & Person Specification

Job Title:	Assistant Subject Leader
Reports to:	Subject Leader
Line Management of:	None
Salary Grade:	TLR 2B

Core Purpose

The Assistant Subject Leader helps to champion a subject aiming to make their subject the most exciting, successful and high performing in the Academy.

- Assist the Subject Leader with leading, managing and developing all aspects of educational provision within the subject.
- Assist the Subject Leader to raise standards and improve outcomes for all learners across the subject.
- Assist the Subject Leader to hold Classroom teachers to account for learner progress within their subject.
- Assist with developing and enhancing the quality of teaching among all staff within the subject.
- Help to ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for learners studying in the subject.
- Assist the Subject Leader to manage and deploy teaching/support staff, financial and physical resources within the subject effectively to support the delivery of the outcomes of subject improvement plans and the Academy Improvement Plan.

Key Responsibilities

1. Planning, progress and policies

- Assist the Subject Leader to develop and review syllabuses, resources, schemes of work, marking, assessment and teaching and learning strategies in the subject.
- Provide support to the Subject Leader with the day to day leadership of the subject under the guidance of the Head of Department.
- Under the direction of the Head of department, work on devising, monitoring and measuring the impact of intervention programmes on the progress made by individuals and groups of learners within the subject;
- Implement all Academy policies and procedures across the subject;
- Work with classroom teachers to formulate aims, objectives and strategic plans for the subject to support the objectives and outcomes of the annual Academy Improvement Plan;

2. Curriculum and Teaching

- Undertake an appropriate programme of teaching and tutoring.
- With the Head of Department and Subject Leader, assist with monitoring and developing the quality of teaching for all subject staff, with a clear focus on quality assurance and professional development.

- Assist with the development and delivery of the subject's curriculum content for all learners through good planning and developing innovative learning approaches and resources.
- Assist the Subject Leader to manage the content, pace and progression of all course elements within the subject.
- Ensure compliance with the Academy's examination entry procedures.
- Keep up to date with and respond to national curriculum developments and best practice in teaching and learning methodology with regard to the subject.

3. Staffing

- Assist the Subject Leader to be responsible for the day-to-day management of staff within the subject and act as a positive role model.
- Contribute to the Academy's Professional Learning Programme and ensure that classroom teachers are supported in their continuing professional development.
- Undertake Performance Management Reviews and act as reviewer for a group of staff within the subject.
- Ensure that meaningful work is set for cover for classes when staff in the subject are absent, ensuring continuity and progression in learning.
- Promote teamwork and motivate staff to ensure effective working relations and share team strengths and best practice.

4. Quality Assurance and Performance Data

- Work with the Head of Department and Subject Leader in implementing the Academy's Quality Assurance Framework within the subject.
- Assist the Subject Leader in ensuring that the subject's Quality Assurance evidence is used to inform the requirements of the Academy's Self Evaluation and improvement planning processes.
- Assist the Subject Leader in ensuring the maintenance of accurate and up-to-date information concerning the subject and the timely completion of whole-Academy data collection;
- Help to analyse and evaluate, with classroom teachers, check point and external performance data and take appropriate intervention action in response.
- Assist in the management of the assessment processes for the subject.

5. Communications

- With the Subject Leader, ensure that all members of the Subject are familiar with the aims and objectives of the subject improvement plan within the framework of the Academy Improvement Plan.
- With the Subject Leader ensure effective communication/consultation with parents.
- Under the direction of the Subject Leader, liaise with partner schools, higher education, and industry, examination boards, awarding bodies and other relevant external bodies and partners if required.
- Represent the Subject's views and interests.
- Contribute to the Academy communication and marketing activities, e.g. the collection of material for press releases and the Academy website.
- Contribute to the development of effective subject links, communication and networking with partner schools and the wider education community.

6. Management of Resources

- Work with the Head of Department and Subject Leader to manage the available resources of staff, finance, space and equipment efficiently within the Academy agreed limits, guidelines and procedures.
- Work with the Head of Department and Subject Leader in order to ensure that the Subject's teaching commitments are effectively and efficiently timetabled and roomed.

Other Specific Duties

All teachers are expected to meet the Teachers Standards, and demonstrate consistently high standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the CEO/ Principal to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the CEO/ Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification - Assistant Subject Leader

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> DCSF-recognised teaching qualification and Qualified Teacher Status (QTS) Degree in relevant subject(s) <i>Where overseas trained, appropriate NARIC certificates must be provided and any qualifications must be at least equivalent to UK minimum requirements</i> 	<ul style="list-style-type: none"> Child Protection and Safeguarding training First Aid Certificate
Knowledge and Understanding	<ul style="list-style-type: none"> the subject(s) to be taught, at a level and breadth sufficient to challenge the most able students and achieve high outcomes throughout all key stages the National Curriculum and National Literacy and Numeracy Strategies for the appropriate Key Stage(s) effective teaching and learning styles, including the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) the monitoring, assessment, recording and reporting of student progress the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection 	<ul style="list-style-type: none"> effective strategies for working with students with Special Educational Needs, including Gifted & Talented students recent, relevant curriculum developments in the subject area and their impact on teaching and learning the Every Child Matters agenda and its application in the school environment
Experience	<ul style="list-style-type: none"> delivering student-centred learning in chosen subject(s) at Key Stages 3 & 4 Designing and delivering schemes of work to national exam board/course specifications 	<ul style="list-style-type: none"> teaching post-16 groups delivering lessons using ICT and multi-media, including interactive SMARTboards
Skills & Abilities	<ul style="list-style-type: none"> promote a positive and inclusive Academy and College identity for all students establish a purposeful learning environment where all pupils feel secure and confident set high expectations for all students and demonstrate a commitment to raising educational achievement plan and implement an effective teaching programme, including the assessment of all students, creating appropriate records inspire and enthuse young people by creating high-quality learning opportunities and use effective strategies to monitor and promote student motivation and morale effectively deliver a range of inclusive teaching and learning strategies to maximise progress and achievement and offer equality of access to the curriculum for all students, including students with Special Educational 	<ul style="list-style-type: none"> adapt to change and the introduction of new working practices develop strategies for creating links with the community and external organisations

	<p>Needs, with English as an Additional Language, and Gifted & Talented students</p> <ul style="list-style-type: none"> • use ICT effectively as an integral part of teaching and learning • organise own work effectively to meet deadlines, including student assessment and provision of reports to parents, College Leaders and other internal and external stakeholders • build effective relationships with colleagues and to be an active team member within the College • establish and develop good relationships with students, parents and external organisations • manage difficult situations and deal with sensitive issues tactfully and diplomatically 	
<p>Personal Commitment</p>	<ul style="list-style-type: none"> • safeguarding and promoting the welfare and rights of young people • and acceptance of the principles underlying equal opportunities and diversity • own performance management and to continued, relevant professional development 	