Job Description & Person Specification

Job Title: Assistant Subject Leader

Scale: Teachers Pay Scale + TLR

Job Purpose:

- To support the department in ensuring high quality teaching and learning.
- To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

Reporting Arrangements

Reporting to: Subject Leader and Trust Director/Trust Lead of the relevant subject area

Main Responsibilities:

- Develop and promote specific key stage(s) within the department.
- Prepare and teach lessons of a high standard to the students assigned to them:
    - Following designated programmes of study;
    - Carrying out the necessary assessments;
    - Providing information/comments for records;
    - Monitoring students in accordance with agreed departmental strategies.
- Maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, PP&R/homework etc.
- Contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons, and maintenance and development of the curriculum.
- Participate in the applications of the departmental PP&R/homework policy, which includes setting, monitoring and marking of PP&R/homework.
- Work closely with and consult those teachers who are also responsible for similar curriculum areas, ensuring continuity and progression for students, contribute to collaborative planning sessions and departmental meetings.
- Engage in continuous self-professional development in relevant areas.
- Support the department in the provision of all cornerstones.
- Lead on departmental electives and lunch time intervention and monitor the effectiveness of intervention programmes.

- Lead department on the organisation and running events.
- Take an active role in the development the department and work with the subject lead to ensure that the department receives timely and appropriate Professional Learning.
- Carry out all necessary Teaching Responsibilities as per The Teacher Standards.

Trust Responsibilities:

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours:

As your sphere of influence grows, so grows your responsibility for stewardship of these guiding principles and qualities:

- Show unswerving commitment to the shared vision and values – *badge on shirt.*
- Demonstrate impeccable standards of competency within areas of expertise - *focus on learning.*
- Have a sense of urgency for sustainable results - *does whatever it takes.*
- Challenge the status quo - e*ye on the horizon.*
- Strive for autonomy whilst securing accountability - d*evelops agency in others.*
- Focus on team over self - *demonstrates self-sacrificial leadership.*
- Commit to continuous improvement for self and others - *recognises that better is possible.*
- Build trust through clear communication and expectations - *develops commitment to the vision in others.*

Person Specification:

Attributes	Essential	Desirable
Education and Qualifications	• Qualified Teacher Status • Good Honours Degree 2.2 and above	
Knowledge and Experience	• Experience of teaching the relevant subject at KS3 and/or KS4 • Knowledge and understanding of subject area(s) • Principles and practices of monitoring/assessments/ evaluations • Knowledge of formative assessment techniques • The application of technology to learning and teaching in subject area(s) • Ability to demonstrate high expectations of pupil behaviour and establishment of a clear framework to promote self control and independent learning • Principles and practices of effective teaching and learning • Evidence of setting and assessing clear objectives • Preparation of schemes of work and lessons • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook	• Experience of teaching at KS5
Skills	• Confident and innovative teaching • Enthusiastic and able to engender enthusiasm in others • Excellent planning and organisational skills • Ability to work as a member of a team • Effective communication skills	
Other Qualities	• Professional approach • Commitment to an inclusive ethos with the view that “Every Child Matters and Can Achieve” • Flexible • Approachable • Initiative • Energy, optimism and enthusiasm • Commitment to safeguarding and promoting the welfare of children	• Full driving licence