**Job Description – Assistant Subject Leader**

Post : Assistant Subject Leader

Line Managed By : Subject Leader

Line Manager of :

Salary : MPR 1- 6 (£28,000 to £38,810) or UPR 1- 3 (£40,625 to £43,685) plus TLR 2c (£7,368)

**Job Purpose**

* To lead and manage designated aspects of a subject area.

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**Specific Duties in addition to those of a class teacher**

* In consultation with the subject leader, lead and manage designated aspects of subject areas;
* Ensure that subject staff share planning and materials;
* Ensure that the subject rooms are safe and that the atmosphere around the area and it’s immediate environs is conducive to learning;
* Create displays which stimulate pupils’ interest and promote the school ethos;
* Chair subject meetings as required;
* Contribute to INSET opportunities;
* Oversee the development and design of designated subject policies, schemes of work and the development of new courses;
* Monitor the teaching profile within the subject area and provide support as necessary;
* Liaise with other teams to provided targeted support for individuals and groups;
* Organise and provide after school/weekend and holiday revision sessions as necessary;
* To keep up-to-date with national and local developments in teaching and be fully involved in planning for future developments;
* To work within the precepts of the National Curriculum;
* To oversee relevant cost centres and ensure that at all times the school secures “best value”;
* Undertake a maximum teaching commitment of 40/50 lessons per fortnight;

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

**Other duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the School reserves the right to update your job profile to reflect changes in, or to, your post.

**Data Protection**

You will be responsible for ensuring that workplace responsibilities within the School are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

**Health & Safety**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the School’s Health and Safety policies.

**Equality and Inclusion**

The School believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation. The School has a number of policies to support this commitment that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

**Sustainability and Environment**

Mayfield School is committed to sustainable development and environmental initiatives.  It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues.  Staff are required to support these aims.

**Right to Work**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK.

**Safer Recruitment:**

Mayfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

In line with ‘Keeping Children Safe in Education’, the school will carry out an online search as part of our due diligence on shortlisted candidates. This may help to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

New members of staff will be required to apply for Disclosure Service certification as part of the School’s staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs). Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Completed application forms should be **returned no later than 3pm, Friday 21st April 2023**

to [hollis@mayfield.portsmouth.sch.uk](mailto:hollis@mayfield.portsmouth.sch.uk) or by post to Mayfield School, Mayfield Road, Portsmouth, PO2 0RH. We will be reviewing applications as they come in and reserve the right to close this process early.

Interviews will be held during the week commencing **1st May 2023**. References will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are advised of this.

Safer Recruitment Mayfield School and Portsmouth Local Authority are committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required.

Data Protection Act 1998 You should be aware that the information you have provided will be stored on Portsmouth City Councils secure recruitment database and will only be used to process your application. It will not be passed to any other organisation.