**Job Description: Core Subject Leader**

In addition to the responsibilities of class teacher as set out in the appropriate job description and the school teachers’ pay and conditions document the Subject Leader will also undertake the following duties and responsibilities.

**Job Title/Post: Class teacher – phase leader Full Time post**

**Salary: MPS + TLR payment (dependent on role)**

**Responsible to:** The Head teacher

**Responsible for:** Leading Teaching and Learning in mathematics or science (referred to as designated subject)

**Part 1:** You are required to carry out the duties of a school teacher as set out in paragraphs 71 to 76 (inclusive) of the School Teachers' Pay and Conditions

Document 2005 (*hereafter called the Document*)

**Part 2:** Post – Class Teacher/Phase Leader + potential core subject leadership

**Part 3:** You are required to carry out such professional duties which form part of paragraph 60 of the Document which the Head Teacher may reasonably ask you to undertake.

**Part 4:** This job description applies to the period from September 2023.

In addition, you are required to undertake the following responsibilities which may or may not be included above:

# Core purpose of the Subject Leader

To provide professional leadership and management for the designated subject in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all learners.

# TEACHING, LEARNING AND STANDARDS

* To provide leadership in the designated subject.
* To evaluate the effectiveness of teaching and learning in the designated subject and progress towards meeting agreed targets across the school.
* To secure, in collaboration with the Head teacher and senior colleagues, high standards of teaching and learning in the designated subject.
* To ensure that the application of the Walkthru model is effective in each key stage.
* To work independently in collating and analysing data, identifying strengths and areas for development
* To work effectively with Arbor in the collection and retrieval of data.
* Produce reports for the Head Teacher and Governor advocates.

# LEADERSHIP AND CO-ORDINATION

* To assume the role of ‘subject’ consultant for colleagues.
* To demonstrate, by practical example if appropriate, effective ways of organising the teaching within the designated subject.
* To inform parents/Governor advocates if/when required regarding current thought and practice in the designated subject.
* To assist the Head teacher in ensuring the highest possible standards and quality of learning in the designated subject using the school’s Teaching and Learning Policy as one means to achieve this.

# SUPPORTING, GUIDING AND MOTIVATING

* To take an active lead in relevant school-based INSET.
* To take on responsibility for informing colleagues of appropriate INSET activities, to take part and/or encourage others when appropriate, in consultation with the school INSET Co-ordinator, Deputy Head teacher and/or Head teacher.

# POLICY AND DIRECTION

* To keep abreast of developments in the designated subject.
* To lead colleagues in formulation, review and evaluation of policy, in consultation with the Head teacher and subject team.
* To ensure that policy reflects current national and local initiatives.
* To keep up to date with the latest Ofsted guidance for primary designated subject
* To carry out an annual review of the designated subject following guidance issued.
* To establish/maintain a Subject Leader’s file

# RESOURCING

* To identify needs and to resource, in consultation with colleagues, the designated subject, within the limits of given budget.
* To requisition, in consultation with the Head teacher, such items necessary to ensure effective learning and teaching of the designated subject.
* To be responsible for checking, storing and ensuring appropriate use of related resources.

# LIAISON

* To liaise, as/when necessary and reasonable, with other colleagues at Firs Academy in the designated subject.
* To liaise, as/when necessary and reasonable, with WHMAT schools in the designated subject.
* To liaise, as/when necessary and reasonable, with local primary schools in the designated subject

This role does not necessarily come with additional time out of class. However, all requests for additional time will be considered. The additional work is supplemented by the award of a TLR payment.

Updated: **March 2023**

**FIRS PRIMARY ACADEMY**

**Core Subject Leader**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS | \*Qualified teacher status | \*Degree\*Post graduate study |
| PROFESSIONAL DEVELOPMENT | \*Recent, relevant in-service training in current educational practice. | \*Evidence of further professional training/development. |
| EXPERIENCE | \*\*Successful primary teaching experience. | \*\*Experience across the primary age range. |
| KNOWLEDGE | \*\*In depth knowledge of the National Curriculum at Primary level. | \*\*Awareness of national and local school improvement initiatives.\*\*Awareness of pupil tracking procedures. |
| SKILLS AND ABILITIES | \*\*High level of written and oral communication skills.\*\*Ability to relate effectively to pupils, staff, parents and governors. | \*\*Skilled in the use of ICT as a tool to enhance learning. |
| OTHER | \*\*A commitment to raising standards.\*\*A commitment to involve parents, governors and the community in the work of the school.\*\*An awareness, understanding and commitment to equal opportunities.\*\*Commitment to positive behaviour management strategies.\*\*Professional manner and appearance.\*\*Enthusiastic, energetic and well motivated. |  |
| CONTRA INDICATOR | \*Record of offences against children. |  |

Those elements marked \* will be assessed from your application.

 Those elements marked \*\* will be assessed from your application and at interview.