
**Job
Description**

Windsor High School and Sixth Form



CL Physics

TLR 2B (195 days per year. Full time)

General Duties

Carry out “the duties of a school teacher” as set out in the Conditions of Service for School Teachers in England and Wales.

To do other reasonable tasks as laid down in the School Teacher Pay & Conditions document and as required from time to time at the discretion of the Headteacher

Windsor High School and Sixth Form is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

Overall Responsibility

To lead on all aspects of the subject curriculum, assessment, staffing, resourcing, teaching and learning and student performance.

Specific Duties: Undertaking the following responsibilities:

1. School Leadership

- Contributing to the well-being and development of the school, including the supervision of students, the guidance of teachers and consultation with the Faculty Director.
- Helping to develop, communicate, implement, monitor and evaluate whole school and curriculum area policies and reporting back to the Faculty Director.
- To raise standards of student attainment by developing and monitoring whole school and subject improvement strategies as defined by the F.I.P and S.I.P
- To work with colleagues to formulate aims, objectives and strategic plans relevant to the needs of students and the strategic direction of the Faculty.

2. Leadership of a Team of Teachers, in accordance with School Policy by:

- Advising and guiding, inducting and mentoring members of the subject team as appropriate.

- Monitoring the work of members of the team to ensure high quality of teaching and learning and to develop and enhance their teaching practice.
- Attending meetings and training and reporting back from all areas of consultation via the Faculty Director.
- Encouraging members of the team to keep abreast of developments in their subject areas
- Assisting in the professional development of members of the team and take a leading role in the Performance Management systems of the school.
- Chairing subject meetings, raising agendas and arranging distribution of minutes.
- Ensuring clear lines of communication with all members of the team to promote teamwork, to motivate staff to ensure effective working relations and act as a positive role model.

3. Responsibility Structure

- Ensuring the successful completion of delegated tasks and responsibilities.
- To oversee the work of trainee teacher programmes within the curriculum area.

4. Curriculum

- To lead curriculum development and initiatives at national, regional and local levels.
- Responsibility for leading curriculum planning, syllabus selection, incorporating “whole-school” policies and contributing to relevant units or components of other subjects, syllabuses or cross curricular programmes of study as may be required.
- Responsibility for ensuring up-to-date schemes of work are maintained for use internally and externally as required and monitoring how schemes of work are implemented and regularly reviewed to maximise their effectiveness.
- Responsibility for advising on and developing teaching approaches used by the subject team, the development and selection of suitable materials and advising on classroom management appropriate to the relevant subject matter.

5. Assessment, Examinations, Reporting and Evaluation

- Leading assessment procedures within the subject area in accordance with Faculty and school policy.
- Advising the Faculty Director on subject’s examination policy and both internal/external assessment procedures, if appropriate.
- Ensuring the effective administration, smooth running of external exams and ensuring exam board requirements are met by liaison with Faculty Director and Examinations Secretary.
- Providing information to the Faculty Director and/or the Headteacher, parents and colleagues about the work of the subject and students’ progress in accordance with school policy.
- Interpretation of exam analysis, subsequent action planning and establishing the process for target setting and monitoring progress towards targets set.

- Overseeing relevant students' subject report formats and collecting a portfolio of good practice to share with other staff/inform new staff.

6. Organising Learning

- Allocating students to teaching groups in liaison with members of the team according to school/Faculty policy.
- Maintaining up to date staff/teaching group lists informing the Faculty Director of any changes.
- Liaising with the Faculty Director on the construction of the timetable and appropriate options information.
- Responsibility for the management of conduct and behaviour of students within the curriculum area and supporting colleagues within the team to ensure learning is maximised.
- Ensuring Cover Supervisors and supply staff are supported in providing appropriate learning opportunities when staff are absent.
- Monitor and evaluate provision of SEN support and liaising with SENCO.
- Monitor and evaluate the provision and progress for G & T students.
- Monitor and evaluate the arrangements, objectives and outcomes of educational visits.

7. Resources

- Controlling subject expenditure and budgetary planning.
- Overseeing the usage, storage and security of equipment, materials and other resources and ensuring the learning environment and facilities support learning.
- Preparing bids for capitation or other funding opportunities.
- Devising systems for maintenance of inventories and stock records according to school policy.

8. Health and Safety Act

- To ensure the Health and Safety policies and practices, including Risk Assessment, throughout the curriculum area are in line with school policy and updated when necessary.
- Having delegated responsibility for the implementation of the Act and reporting any issues and recording concerns via subject meeting minutes.

Responsibilities Specific to the Role

To whom responsible	Faculty Director
Staff for whom responsible	All teaching staff working in the subject
Signature of Employee	
Print name	
Date	

This job description may be amended at any time by agreement.

