



Lockyer's Middle School

Job Description

Post	Subject Leader – Design Technology
Post Holder	
Responsible to	Headteacher

1. Job Purpose

The Subject Leader is responsible for the management and organisation of their subject area, deploying resources and leading teaching and learning to achieve the highest standards of learner achievement and departmental efficiency. In carrying out the professional duties of a subject leader the post holder is expected to provide professional leadership for the subject area, which secures its success and improvement. Subject Leaders should also ensure that they take the opportunities to contribute to pupils' overall sense of health, safety, enjoyment and achievement, how to make a positive contribution and how to secure economic well-being.

This job description may be amended at any time following appropriate opportunities to discuss the proposed amendments between the Headteacher and member of staff, and will be reviewed annually as part of the Appraisal Review process.

2. To have responsibility for:

Shaping the Future

- Support the vision, ethos and policies of the Trust and school promoting high levels of achievement throughout the school; demonstrating inspirational leadership and creativity.
- Actively support the Headteacher, Academy Committee and Trust colleagues in the promotion and achievement of the aims and objectives of the school.
- Act as a positive role model in setting the highest standards of professional behaviour in all areas of work.
- Work with the Trust, Senior Leadership Team and Academy Committee members providing information, objective advice and support to enable them to meet their responsibilities.
- To consistently complete tasks that support this job description as requested by the Headteacher to a high standard and in a timely manner, to support effective school self-evaluation.
- Assume a strategic role in monitoring and supporting the outcomes for all learners.
- To be able to provide concise summary evidence of the quality of teaching within their subject area and explain their actions to build upon strengths and address development areas.
- As a Subject Leader, promote good progress and outcomes by pupils and strategically lead the planning, monitoring and evaluation of school improvement through a Subject Action Plan.
- Ensure successful completion of all areas of the Monitoring and Review schedule related to their area of responsibility.
- Support and effectively hold to account all members of their subject team in achieving the priorities and targets for the subject area and monitor their progress towards meeting them.
- Lead through occasional staff and team meetings with clearly produced agendas and actions to ensure the effective organisation and overall strategy for their subject area.
- Ensure that staff are fully equipped to deliver high standards of pupil learning.

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- m. Initiate and implement change enthusiastically, motivating others as appropriate.
- n. Plan, prioritise and organise effectively.
- o. Carry out delegated tasks efficiently and to be accountable for the outcomes.
- p. To ensure that the schools Rights Respecting School status is supported and upheld at all times.
- q. Attend and participate in specific meetings that may take place outside of directed time in order to provide information and strategies for improvement against whole school priorities.
- r. Communicate effectively orally and in writing, to a range of audiences.
- s. Help develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- t. Reflect on personal contribution to school achievements and take account of feedback from others.
- u. Take on any additional responsibilities that might from time to time be determined by the Headteacher.

Leading Teaching and Learning

- a. Act as role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
- b. Maintain strong and appropriate subject knowledge as subject lead ensuring that time is taken to understand, implement and model current pedagogy and practice for your subject area.
- c. To evidence a full understanding of the achievement of all groups of learners against National Curriculum requirements across all year groups.
- d. To plan and implement a curriculum provision for your subject area that is supported by clear curriculum planning documents. These are provided to staff in a timely manner to support and enhance their teaching and pupil achievement. *This will include producing a clear subject curriculum map for each term in advance of a term commencing and supporting this with clear and effective Medium-Term planning and supporting resources for assessment.*
- e. Inspire colleagues to work toward consistently very good and excellent teaching.
- f. Lead new initiatives and strategies to support improvements in teaching.
- g. To frequently monitor the quality of teaching and learning across your subject area ensuring improvement in teaching standards across your subject. The subject lead will seek out staff to provide feedback, target set and engage in discussion regarding all lesson visits completed before ensuring that actions have been taken to bring about improvement.
- h. Challenge and evidence poor performance in your subject area, holding relevant staff accountable and ensure that change takes place, documenting all actions and impact.
- i. To ensure that pupil workbooks provide clear and sufficient evidence of progress overtime supporting accurate Teacher Assessment judgements. Ensure that presentation, care and pride in workbooks is appropriate and consistently matches their best work across the curriculum.
- j. Teaching and workbooks in this subject area will evidence clear challenges for more able pupils and variation and support for all groups of learners.
- k. Ensure that pupils have been challenged to work at, and consistently reach, Greater Depth and evidence this over time within the subject area.
- l. To evidence the impact of actions taken by staff to ensure that specific SEND and Disadvantaged Pupil targets are met within the subject area.
- m. Implement a framework of purposeful assessment tasks across the subject area. These will include criteria to ensure that all staff can make accurate Teacher Assessment judgements in the subject area.
- n. Lead the moderation of assessment judgements and review of the effectiveness of assessments.



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- o. Complete effective and robust analysis of performance data for your subject at each data point and the end of the academic year.
- p. Lead and share with SLT, the tracking and monitoring of the progress of pupils at each data drop before taking clear and decisive action to bring about improvement.
- q. Present a coherent and accurate account of the subject's performance to a range of audiences.
- r. Advise the Headteacher/SLT of areas of underachievement and produce plans for actions to address issues.
- s. Ensure that the use of whole school policies relating to feedback and presentation are regularly reviewed and consistently applied across your subject area.
- t. To plan for the teaching of reading, writing and mathematics skills within your subject area.
- u. To ensure that spelling, punctuation and grammar is taught well across your subject area.
- v. Oversee provision and resources for your subject, working with the Headteacher to establish priorities for expenditure before monitoring the effectiveness and impact of spending and usage of resources.
- w. To line manage the department technician, deploying this resource effectively.
- x. To ensure that all Health and Safety requirements and associated training are in place and kept up to date in line with National Guidance, Trust, school and departmental requirements.

Working with Others

- a. Ensure effective communication takes place at all levels. Support and develop teamwork.
- b. Work closely with the SEND Lead and Year Leaders to ensure that learning is personalised leading to achievement for all.
- c. Liaise with First and Upper School colleagues to ensure that pupils' curriculum entitlement is being fulfilled. This will involve meetings to clarify National Curriculum coverage, common teaching strategies, transfer details, support for pupils with SEN and all other issues as relevant to pupil progress.
- d. Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- e. To assist the Headteacher in developing a culture of professional teamwork across the school.
- f. To promote and model good relationships which are based on partnerships to support and improve pupils' achievement.
- g. Seek opportunities to invite parents/carers, community, businesses or other organisations into the school to enhance and enrich your subject area and its value to the wider community.

Signatures

	Signature	Date
Post Holder		
Headteacher		