

Job Description: Subject Director

Reports to: Vice Principal

Pay Scale: Leadership Range

Working Pattern: Term Time only, 37.5 hours per week

Overall Job Purpose:

- To support the Principal in transforming leadership at all levels of the school
- To work with all SLT in promoting the school's vision and aims, developing and implementing policy, and monitoring and evaluating progress
- with the Principal, to build leadership capacity within the middle leadership team and provide opportunities for them to flourish
- To be a role model to all staff and students demonstrating positive leadership behaviours, confidentiality and discretion
- To be a line manager who is approachable and who develops others by supporting and challenging them to be the best they can be, including through meeting formally regularly
- To take the initiative and be accountable for your decisions and your areas of your responsibility and for those you line manage
- To monitor and evaluate the relevance and effectiveness of aspects of school processes and their impact on improving achievement and attainment of all groups of students and to develop strategy accordingly
- To use quality assurance systems to monitor, track, evaluate and improve aspects of the school's improvement linked to your role
- To advise on and provide INSET for all staff on strategies for promoting the areas of your responsibility
- To lead on aspects of the school's self-evaluation and preparation for inspection

Operational / Strategic planning:

- To take operational and strategic leadership of the relevant subject in order to raise standards curriculum design, quality of teaching and learning and student outcomes
- To design, develop, implement and embed outstanding policy and consistent practice in your areas of responsibility
- To write development plans for your areas of responsibility which demonstrate how you plan to bring about change and improvement over time, moving towards an agreed vision with clear success criteria and outcomes, and contribute to school Improvement Planning
- To work with the staff you line manage to make sure that they are able to fulfil their roles to the best of their ability and more, because of the support and challenge you offer, including through meeting formally regularly
- To report to the Headteacher on progress and outcomes in relation to your job description
- To work with all SLT in promoting the school's vision and aims, developing and implementing policy, and monitoring and evaluating progress
- To line manage a team of middle leaders
- To liaise with other stakeholders, in the Local Authority and United Learning, including CP and social services
- To undertake any other relevant tasks as may occasionally be required

Other specific duties:

- To play a full part in the life of the school, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To promote actively the school's Policies & Procedures
- To continue personal development as agreed
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty as requested by the Headteacher or United Learning Senior Team
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed

General Accountabilities

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of United Learning, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

Explanatory notes

- This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description and allocation of particular responsibilities will be reviewed on appointment. Such a review will take place as part of the appraisal cycle and at any other time on request.
- This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.
- This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete particular duties set out above

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This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Subject Director: Person Specification

Criteria	Essential	Preferred
ATTAINMENTS AND EXPERIENCE		
Qualified Teacher Status	✓	
Evidence of further professional education (NPQs, MA etc.)		✓
Proven experience of successfully leading initiatives and improvements which had measurable impact on standards	✓	
Experience of driving forwards and achieving very high standards and challenging existing practices and levels of performance.		✓
Experience of establishing, reviewing and monitoring progress and achievement.	✓	
Experience of monitoring and evaluation at whole school level.	✓	
Experience of leading change processes at a pace.	✓	
Experience of development planning at a strategic level.	✓	
Experience of leading the development of learning and teaching.	✓	
Experience of leading and managing teams to the achievement of common goals.	✓	
Experience of managing a complex workload of competing demands.	✓	
SKILLS AND ABILITY		
Knowledge of or commitment and ability to:		
Ability to contribute to the development, communication and implementation of a shared vision and values within the Academies.	✓	
Ability to contribute to the development, embedding and management of policies within the Academies.	✓	
Ability to actively contribute to the strategic development of the Academies.	✓	
Ability to identify and share strategies to promote progress for groups of students.	✓	
Ability to inspire, support, challenge, motivate and empower others	✓	
Ability to plan for, lead and evaluate staff development.	✓	
SAFEGUARDING CHILDREN: SAFE RECRUITMENT AND SELECTION		
In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> ● Motivation to work with children and young people 	✓	

<ul style="list-style-type: none">● Ability to form and maintain appropriate relationships and personal boundaries with children and young people● Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline		
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