

Woolston Brook School
Job description/Person Specification

Job title: Subject leader

Salary: MPR/UPR + SEN1 +TLR2a

Hours: TP&C (1265 hours directed time pa max)

Contract type: Full time Permanent

Reporting to: Assistant Head, Progress. Deputy Head, (Teaching & Learning/curriculum)

Responsible for: all teaching and support staff involved in delivery of subject

Main purpose

The subject leader will take lead responsibility for providing leadership and management for [insert subject] to secure:

- High quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

Duties and responsibilities

Strategic direction

- Develop and implement policies and practices for [insert subject name] which reflect our school's commitment to high achievement, effective teaching and learning
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it
- Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life
- Use data effectively to identify pupils who are underachieving in the subject, and create and implement effective plans to support those pupils where necessary
- Analyse and interpret relevant national, local and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods
- With the involvement of relevant staff, establish short, medium and long term plans for the development and resourcing of the subject
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement

Teaching and learning

- Ensure curriculum coverage, continuity and progression in the subject for all pupils, in accordance with the needs highlighted in their Education, Health and Care plans, including more able pupils, and pupils with English as an additional language
- Make sure that teachers delivering your subject across all key stages, are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils

- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils
- Ensure effective development of pupils' literacy, numeracy and IT skills through the subject
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement, set targets, and secure good progress
- Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
- Ensure effective development of pupils' individual and collaborative study skills
- Work with staff to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets
- Develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop pupils' wider understanding

Leading and managing staff

- Help staff delivering your subject to achieve constructive working relationships with pupils and parents
- Establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate
- Sustain your own motivation and, where possible, that of other staff involved in the subject
- Be responsible for your own professional development/CPD portfolio.
- Appraise Teaching assistants and use the process to develop the personal and professional effectiveness of the appraisee(s)
- Audit training needs of subject staff
- Lead professional development of subject staff through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, local authority, subject associations
- Make sure that teachers and support staff new to your subject and/or the school are appropriately trained, monitored, supported and assessed
- Enable teachers to achieve expertise in their subject teaching
- Work with the SENCO and any other staff with special educational needs expertise, to make sure that education, health and care plans are used to set subject-specific targets and match work well to pupils' needs
- Make sure that the headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans

Efficient and effective deployment of staff and resources

- Establish staff and resource needs for the subject and advise the headteacher School Business Manager, and other senior leaders of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money
- Ensure the effective and efficient management and organisation of learning resources, including ICT

- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Use space to create an effective and stimulating environment for the teaching and learning of the subject, including a programme for the maintenance of displays across the school linked to subject area
- Make sure that there is a safe working and learning environment in which risks are properly assessed

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the subject leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

Criteria	Qualities (E = Essential, D = Desirable)
Qualifications and training	<ul style="list-style-type: none"> • Degree - E • Qualified teacher status - E • Professional development linked to middle leadership, e.g NPQML - D • Team Teach (intermediate) qualification, or an agreement to gain within 6 months of start date - E
Experience	<ul style="list-style-type: none"> • Successful experience of subject leadership - D • Minimum of 3 years teaching experience - E • Experience of teaching in a Specialist setting - D
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of the National Curriculum, particularly the [insert subject name] curriculum - E • Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve - E • Awareness of local and national organisations that can provide support with delivering the subject - D • Ability to build effective working relationships with staff and other stakeholders - E • Ability to analyse and interpret data, and use to inform planning - E • Ability to advise and guide specialist and non-specialist colleagues involved in the delivery of your subject - E • Ability to adapt teaching to meet pupils' needs - E • Ability to build effective working relationships with pupils - E • Knowledge of guidance and requirements around safeguarding children - E • Excellent IT skills - E • Effective communication and interpersonal skills - E • Ability to communicate a vision and inspire others - E
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school - E • Uphold and promote the ethos and values of the school - E • Ability to work under pressure and prioritise effectively - E

	<ul style="list-style-type: none"> • Ability to be a reflective practitioner, with a growth mindset and who always seeks to collaborate and improve - E • Maintain confidentiality at all times - E • Commitment to safeguarding and equality - E
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Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 31st May 2019

Next review date: Summer Term 2022

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
