Cornelius Vermuyden

JOB DESCRIPTION

Post Title:	**SUBJECT LEADER**	
Name/Subject:	**Child Development and Social Care**	
The Professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the description of the requirements of the post of Subject Leader at Cornelius Vermuyden, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder have been set out below:		
Purpose: *(a – d relates to the TLR Criteria)*	a) b) c) p d)	To be accountable for ensuring each individual pupil achieves their optimum level across all subjects and to monitor and support individual pupil progress according to identified Child Development and Social Care needs. To lead, develop and enhance the teaching practice of teachers, evaluating the quality of teaching and securing and sustaining its effectiveness, as it relates to pupils with Child Development and Social Care needs in the specified area. To be accountable for the, leadership and management of Child Development and Social Care, the development and implementation of policies, plans, targets and practices within the context of the school's aims and policies. To effectively line manage teaching and support staff, in Child Development and Social Care.
Responsible to:		Deputy Headteacher
Responsible for:		Child Development and Social Care
Scope:		Leadership of KS3 and KS4 (hereinafter known as 'the specified area')
Salary/Grade:		TLR2b
MAIN (CORE) DUTIES **see attached**		

Core Purpose:
To provide professional leadership and management for the specified area to secure: • improvement in attainment for pupils; • high quality teaching and learning; • effective leadership and management; • effective use of resources and a safe and healthy environment for pupils and staff.

Specified Area: Child Development and Social Care

- To oversee the day to day running of Child Development and Social Care;
- To be responsible for continually reviewing, updating and amending the schemes of work in terms of content, resources assessment and recording;
- To update schemes of work to incorporate developments and teaching guidance on cross-curricular issues;
- To ensure appropriate and differentiated delivery of all courses, providing leadership and support to the teaching team;
- To develop and monitor assessment including half-termly testing;
- To monitor pupils' progress and review and develop strategies to address underperformance and raise overall achievement;
- To be the initial point of contact for departmental discipline;
- To be involved in departmental policy making and development;
- To produce and monitor the Department School Improvement Plan, including relevant analyses;
- To keep abreast of developments in the use of ICT in Child Development and Social Care;
- To organise teaching group arrangements and composition;
- To co-ordinate entries GCSE;
- To organise the effective use of resources, including learning support;
- To monitor safety;
- To ensure that well-thought out cover work is provided for groups when a teacher is absent;
- Develop and maintain a programme of extra-curricular activities for pupils to enhance the work of the subject and the opportunities available to pupils within the school.

Area of Accountability 1:

PUPIL ACHIEVEMENT
(Related to TLR Criteria a)

- To be responsible for quality control in the specified area by collecting and analysing all data available on pupils' progress in the subject, linking these to the school assessment and reporting calendar and systems;
- Ensure that pupils show sustained improvement in their subject knowledge, understanding and skills in relation to prior attainment in your specified area;
- Ensure pupils understand the key ideas in the subject in your specified area at a level appropriate to their age and stage of development;
- Ensure the effective development of individual and collaborative study skills which are necessary for them to become increasingly independent learners in and out of school and which allow the transfer of skills between subjects;
- Set high standards for the behaviour of pupils in all disciplinary matters in line with the schools Behaviour and Discipline Policy;
- To inform the Assistant Headteacher regularly of the progress of pupils and the work of the specified area and ensure that reporting to parents is undertaken on time and in line with school policies and procedures;
- Ensuring adherence to the school's Homework Policy by teaching staff.

Area of Accountability 2:

TEACHING AND LEARNING
(Related to TLR Criteria b)

- Ensure continuity and progression by choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through agreed schemes of work, developed in line with the Improvement Plan, supporting colleagues where relevant;
- To be responsible for providing interesting, stimulating, challenging lessons which relate to the scheme

of work as expressed in detail in your Subject Handbook;
- Keep abreast of changes and developments in the specified area of the subject and ensure these have an impact on teaching and learning where appropriate. Review regularly and develop the specifications, schemes of work and teaching methodologies of the department in line with subject developments in consultation with the Subject Leader;
- Ensure the five key outcomes of Every Child Matters are taken into account with all Teaching and Learning development in the specified area;
- Establish clear targets for achievement in the specified area and evaluate progress through the use of appropriate assessments and records and regular analysis of this data;
- Evaluate the teaching in the specified area by the monitoring of planning and through analysis of pupils' work, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching;
- Develop effective links with the local community including parents, business and industry to ensure the development of enterprise skills in consultation with the Subject Leader;
- Ensure the delivery of the specified area conforms to the school Health and Safety Policy;
- Use your own class as an example of high quality teaching and learning in the subject;
- Ensure the sharing of good practice throughout the school;
- To encourage the use of display in all subject rooms and adjoining areas by using pupil work and achievement, and maintaining a sense of order and tidiness;
- To be responsible for leading and the development of any staff in the specified area.

Area of Accountability 3:

LEADERSHIP & MANAGEMENT
(Related to TLR Criteria c)

- Ensure that teachers are aware of the implications of the Teaching and Learning Policy – particularly the impact that the 'aims and objectives', 'culture and values' and 'teaching and learning' sections as well as the Equal Opportunities Policy should have on developing teaching and learning;
- Be aware of and implement all relevant school policies relevant to your specified area;
- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning;
- Have an enthusiasm for the specified area which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives;
- Use relevant school, county and national data to inform targets for development and further improvement for individuals and groups of pupils;
- Develop plans for the subject which identify clear targets, timescales and success criteria for its development and / or maintenance in line with the Improvement Plan;
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes;
- Playing a leading role in the Professional Development of staff in the specified area and be accountable for the dissemination of training;
- Monitor / organise subject staff to be observed twice a year in line with the school's observation programme;
- Run effective subject meetings and encourage the involvement of the team of subject staff in discussions concerning subject delivery and organisation, and provide the Headteacher and Deputy Headteachers with copies of the minutes of these meetings;
- To attend Middle Leadership Group meetings;
- To take lead, when appropriate, in the development of extra-curricular activities within and beyond the department;
- To produce a Subject Handbook which complies with the requirements of OFSTED and which is reviewed regularly (at least once a year).

Area of Accountability 4
LINE MANAGEMENT (where relevant) (Related to TLR Criteria d)
• To act as line manager where directed to do so by the Headteacher for staff in the subject; • Utilise the school's yearly observation programme to monitor the teaching and learning of staff in the specified area (within the scope of plans for the whole department) and follow up observations with a discussion on progress and areas for improvement.

These duties may be varied or added to in order to meet the changing demands of the school at the reasonable discretion of the Headteacher.

SIGNED (Staff) _____

DATE _____

SIGNED (Headteacher) _____

DATE _____