

THE FOREST SCHOOL ACADEMY TRUST

SUBJECT LEADER

Role	Subject Leader	Reports to	Senior Leadership Link
Purpose	To support, hold accountable, develop and lead a team of teachers focusing on a discrete curricular area to ensure high standards of teaching and a broad educational provision which meets the needs of all students.		
Dimensions	Students: variable	Staff: Variable	Financial: Subject Budget
Accountabilities	1. To lead and oversee the department operations including staff, students, volunteers and partners to ensure that there is a clear focus on student engagement and progress and to ensure that every student is offered the opportunity to participate and succeed in all aspects of the subject. 2. To identify and develop appropriate courses of study and examinations that are aligned to the school vision and ensure the Schemes of Work, course plans and assessment plans are in place to ensure rapid progress for students and attainment that realises student potential. 3. To agree, monitor and evaluate the subject student progress and targets to ensure all students make rapid progress and measurable contribution to whole school targets. 4. To provide leadership and direction to a subject development plan which contributes positively to the achievement of the school improvement plan and which actively involves all subject teachers in its design and execution. 5. To provide regular feedback for subject colleagues in a way which recognises good practice and supports and challenges their progress against performance management objectives resulting in a tangible impact on student learning. 6. To assist the designated team leader/SLT manager in the review of the standards of leadership, teaching and learning in the subject area, consistent with the procedures in the school self-evaluation policy. 7. To ensure all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies. 8. To oversee and evaluate the subject spending allocation to ensure funds are spent in line with subject learning priorities and best value principles. 9. To engage all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies. 10. To lead professional development of subject colleagues through example and support utilising school-based and external sources of expertise. 11. To lead a team of teachers through the school's performance management process. 12. To lead Health & Safety within the area ensuring students and staff are safe at all times and that the necessary Health & Safety risk assessments are undertaken and reviewed to comply with school insurance requirements 13. To actively promote and support the school in its marketing through the use of social media 14. To promote the department and the school at whole-school events and at external events, leading high standards of conduct of staff and students e.g. Presentation Evening etc.		

Personal Attributes	• <i>Analytical Thinking</i> – The ability to think logically, break things down and recognise cause and effect • <i>Developing Potential</i> – Works to develop the long-term capabilities and potential of others • <i>Enduring Resilience</i> – Able to sustain energy, optimism and motivation in the face of pressure and setbacks • <i>Enterprise</i> – Able to cope with conditions of uncertainty and change, exercise initiative, innovate and adapt to challenging circumstances • <i>Holding People Accountable</i> – The drive and ability to set clear expectations and parameters to hold others accountable for performance • <i>Team Working</i> – The ability to work with others to achieve shared goals	
Personal Attributes	Definition	Level
Analytical thinking	The ability to think logically, break things down and recognise cause and effect.	Recognises cause and effect.
Challenge and Support	A commitment to do everything possible for each pupil and to enable all pupils to be successful	Expresses positive expectations.
Community Engagement	Sensitive to group needs and dynamics.	Communicates and connects own vision to that of others.
Conceptual Thinking	The ability to see patterns and links, even where there is a lot of detail.	Sees patterns.
Confidence	The belief in one's ability to be effective and to take on challenges.	Expresses a professional view.
Creating Trust	Being consistent and fair and keeping one's word.	Lives up to what he or she professes to believe.
Developing Potential	Works to develop the long-term capabilities and potential of others.	Gives feedback and encouragement.
Drive for Improvement	Relentless energy for setting and meeting challenging targets, for pupils and the school.	Sets own standards.
Enduring Resilience	Able to sustain energy, optimism and motivation in the face of pressure and setbacks	Confident in own agency and ability.
Enterprise	Able to cope with conditions of uncertainty and risk, exercise initiative, innovate and adopt a positive attitude in the face of challenging circumstances.	Welcomes change as an opportunity.
Flexibility	The ability and willingness to adapt to the needs of a situation and change tactics.	Adapts procedures.
Holding People Accountable	The drive and ability to set clear expectations and parameters to hold others accountable for performance.	Sets boundaries.
Impact and Influence	The ability and the drive to produce positive outcomes by impressing and influencing others.	Takes actions to persuade.
Information Seeking	To drive to find out more and get to the heart of things; intellectual curiosity.	Gathers information.
Initiative	The drive to act now to anticipate and pre-empt events.	Acts decisively.
Managing Pupils	The drive and the ability to provide clear direction to pupils and to enthuse and motivate them.	Makes the class effective.
Passion for Learning	The drive and an ability to support pupils in their learning, and to help them become confident and independent learners.	Creates a learning environment.

Respect for Others	An underlying belief that individuals matter, and deserve respect.	Values others despite provocation.
Team Working	The ability to work with others to achieve shared goals.	Shares information.
Understanding Others	The drive and ability to understand others, and why they behave as they do.	Understands ongoing behaviour.