



Job Profile

Job Title:	Subject Specialist
Salary	Main Scale + TLR 2c
Responsible to:	Curriculum Leader
Job Purpose:	Teaching and Support Staff attached to the subject area

Role and Purpose

The Subject Specialist is responsible for the quality of teaching and learning within a named subject. He/she is accountable for student progress within the subject and for the strategic development of the subject. He/she should also work to the National Professional Standards for Teachers and to the School Professional Standards in accordance with Career Stage.

Principal Responsibilities

- To ensure that there is a broad, balanced and relevant curriculum for the subject in accordance with the aims and policies of the school.
- To raise student achievement in the subject, to monitor progress and to use data to evaluate and improve subject performance.
- To constantly review the performance of the subject and current progress.
- To support colleagues working in the subject areas by sharing good practice and through the appraisal process.

Management Responsibilities

- Establish, monitor and evaluate effective assessment for learning practice in line with school policy.
- Publish schemes of work for the teaching of the subject that are reviewed and updated each year. These are to show Intent, implementation and consider and evidence CIAEG and Literacy.
- To monitor student progress and plan interventions within the subject and ensure all students fulfil their potential and work with the Raising Standards Team.
- Ensure that academic reports to parents give clear information about individual student performance in the subject.
- Ensure that proper arrangements are made for students so that they fulfil the requirements of examinations. Ensuring that there are proper procedures for security of written controlled assessment.
- Ensure that school policy and procedure on managing student behaviour are followed by staff and that those in need of support receive it
- Meeting with the appropriate Director of faculty:
- Advise the update him/her on developments within the subject
- Inform him/her of any changes to national requirements for The subject teaching or changes to the GCSE syllabus.
- Contribute to procedures for self-evaluation within the Faculty and ensure the department plan for the subject is updated and reviewed regularly.
- Contribute to the Curriculum Area through attendance of /and participation in planning meetings as in the school calendar.



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HARD WORK

TRANSPARENCY

- Contribute to Middle Leader Team meetings in a positive, productive way.
- Be responsible for safe working practice within the subject, particularly making sure that students or staff undertake activities that involve using specialist equipment with Health and Safety guidelines.
- Ensuring that the proper financial management of all resources in the subject and that school policies and procedures are followed correctly.
- Ensure the department has a programme of extra-curricular activities.

Other Professional Responsibilities

- To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.
- To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.
- Be flexible in approach to working and uphold the policies and practice of the school.
- To undertake the responsibilities of a form tutor.

Signed:

Date:

Signed:

(Head Teacher)

Date:

Sanders Draper is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.



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Person Specification Teacher

SKILLS and ABILITIES	ESSENTIAL	DESIRABLE	ASSESSED BY
The ability to effectively plan, model and deliver consistently good lessons that are engaging, innovative and differentiated to accelerate progress	✓		Interview
Ability to collaborate effectively; implement new ideas and to evaluate their effectiveness as part of a team	✓		Interview
Communication skills, oral, written and presentational to a variety of audiences	✓		Application & Interview
Proficiency in the use of ICT and the software programmes used in school	✓		Application
The ability to lead, model and manage positive behaviour, good order and assertive discipline In the school	✓		Application & Interview
The ability to analyse data and to use it to evaluate performance and implement effective intervention	✓		Application & Interview
KNOWLEDGE			
Knowledge of statutory requirements of National Curriculum; subject knowledge, understanding and expertise	✓		Application
How to lead curriculum development and manage innovation and change	✓		Application & Interview
Know how to use information and data to set targets, raise attainment and achievement	✓		Interview
How Young People can be motivated to meet or exceed expected levels of attainment	✓		Application & Interview
How ICT can be used effectively to enhance learning	✓		Interview
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	✓		Application & Interview
How to manage Health and Safety Policy and promote and safeguard student welfare	✓		Application & Interview
How to manage equalities and inclusion policies and how these are implemented in school	✓		Application & Interview
Knowledge of the professional standards for teachers and their role in planning Performance Management	✓		Application & Interview
QUALIFICATIONS			



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Qualified Teacher Status	✓		Evidence of qualification
Successful teaching experience	✓		Application
Post threshold Teacher Status		✓	Application
Evidence of relevant continuing professional development	✓		Application