

JOB DESCRIPTION (Head of Subject)

Job purpose:

To provide for the effective leadership of inspirational teaching and learning across the curriculum. To ensure that each learner in your care makes outstanding progress and achieves their potential. You will provide enthusiastic and innovative delivery at Key Stage 4, and or other suitable qualifications to secure outstanding standards.

Key responsibilities:

To lead the delivery of a high quality and effective curriculum

- Writing, amending and developing schemes of work
- Ensuring compliance and consistency across the subject through the implementation of a regular quality assurance model
- Developing and moderating assessment methods which are fit for purpose
- Carry out departmental post assessment data analysis enacting any necessary intervention
- Providing regular reports to the Senior Leadership team detailing progress within the subject
- Ensuring the effective implementation of all examination entry and course compliance procedures
- Establish yourself as a leader of the positive and professional tone of the school, setting an admirable example to colleagues and students both within and beyond the department.

To ensure consistently high standards of teaching and learning;

- Clear learning objectives and success criteria
- Stimulate and challenge learners
- Encourage resilience and independence in mathematical thinking
- Range of methodologies including the use of technologies and the VLE
- Active and independent learning that is related to the Dorset Studio School (DSS) ethos

To develop and follow schemes of work for the subject which include:

- Clear objectives, activities, assessment for learning opportunities
- Compliance with the examination board specification.
- Differentiation
- Contribution to the evaluation, review and improvement of existing Schemes of Work

To keep up to date with educational developments, with particular reference to teaching and learning in your subject

To support the development of whole school numeracy.

To establish and maintain high professional standards in accordance with DSS and procedures.

- Ensure that lessons are well planned and managed,
- Lessons start promptly and begin and end in a controlled and orderly manner
- Appropriate activities and tasks are set
- Work is checked and marked regularly in accordance with the DSS policy
- Appropriate verbal and written feedback and constructive advice are given to enable learners to achieve their aspirational targets
- Keep accurate assessment records.
- Promote independent reading with the students.

To ensure learning is personalised dependent on learner's needs and abilities.

- Work is differentiated to meet the needs of learners.
- Prepare stimulating and interesting teaching materials appropriate to learners abilities including the use of the ICT
- Specialist Support staff are deployed effectively in lessons and learners are supported in their learning.

To ensure that the learning environment promotes outstanding teaching and learning.

- Displays are stimulating and are in accordance with the DSS ethos
- Teaching and learning areas are well organised, tidy and reflect the business ethos of the DSS

To use DSS' Code of Conduct and Behaviour policy consistently and fairly.

- Develop positive behaviour management strategies, based on the principle of Professional Conduct and Respect for all
- Insist upon adherence to the school uniform policy
- Ensure all learners are properly prepared and equipped for learning
- Consistent use of rewards and sanctions in line with the DSS policy.

Promote equal opportunities and deal with any issues that arise in accordance with DSS policy and procedures. This will involve dealing promptly and appropriately with **all** incidents of bullying, racism and all other forms of prejudice and discrimination.

To ensure learner progress is outstanding through using a range of assessment strategies and regular reviews against target.

- Learners who are under achieving are discussed with the subject leader or equivalent
- To use appropriate intervention strategies, such as catch up sessions, to improve learners achievement
- To keep careful accurate records and ensure timely reporting
- To liaise with the subject leader (or equivalent) over external examination entries and internal assessment opportunities
- To provide work as appropriate for learners not in lessons

Ensure that appropriate work is set in case of absence so that pupils are able to consolidate their learning and continue to make good progress.

Inform parents about their child's learning and development

- through the DSS reporting system
- parents' evenings or other equivalent activities

To contribute to the pastoral programme:

- To act as a tutor for a group of students as directed by the Principal
- To communicate regularly with parents of these learners when required

To contribute to the enrichment programme

- To organise and run enrichment sessions
- To ensure that learners are appropriately challenged in their enrichment session and enriching their curriculum
- To create opportunities for curriculum enrichment through organisation of trips, visits, speakers, or other activities designed to increase student engagement which involve a 'real' audience and purpose

Contribute to the progress and achievement of DSS vision, ethos, aims and objectives

- To develop active learning activities that embed a land and environment context
- To take part in student recruitment and marketing events as reasonably required

Attend and contribute to meetings as required, ensuring that good lines of communication and professional working relationships are maintained.

Actively engage in professional development activities

- Take part positively in the scheduled Performance Management meetings.
- Seek further professional development and training opportunities to improve performance and broaden experience.

Any other reasonable duties commensurate with the level of this post as directed by the Principal.

Wider expectations:

- Lead by example to uphold the vision and values of the DSS
- Work collaboratively with partners to provide inspiration and motivation and embody for the students, staff, governors, parents, and the wider community the vision, purpose and leadership of the DSS.
- Proactively develop strong educational relationships with partner organisations.

- Participate in appropriate meetings as necessary within the school.
- Support the teaching of land and environment specialist projects
- Ensure students and staff maintain high standards of professional conduct and respect.
- Ensure a safe, secure and healthy learning environment for all students, staff and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Ensure equal opportunities for all free from harassment, bullying or discrimination.
- To attend and participate in parents' evenings, recruitment events or similar as reasonably required.
- To provide cover for teaching staff as required in accordance with DSS policy and procedure

Whilst every attempt has been made to cover the main duties and responsibilities of this post, this list is not exhaustive and each individual task involved in the roles may not be identified. This job description is open to discussion at interview to meet a particular individual's strengths or personal development goals.

Furthermore, the exact nature of the post will be finally determined once the appointment has been made and reviewed annually. This will be in full collaboration with the successful candidate taking into account the individual skills and experiences they bring with them.

This post is subject to a criminal records check from the Disclosure & Barring Service (formerly CRB) as part of the UTC's responsibility for promoting the welfare and safeguarding of children. Further details regarding the checks are available by visiting <https://www.gov.uk/dbs>.