

Job Description – Subject/Programme Leader

Post Title:	Subject/Programme Leader
Allowance:	
Base:	Helston Community College
Responsible to:	Head of Faculty
Direct Supervisory Responsibility for:	Subject/Key Stage Teachers
Important Functional Relationships: Internal/External	CEO, Head/Deputy and Assistant Heads, Head/Deputy Head of Faculty, Heads of Progress, Teaching/Support Staff, Staff with cross-College responsibilities, All Trust staff, LEA Representatives, External Agencies, Parents and Carers
Relevant Standards which apply:	Current National Teachers' Standards

Main Purpose of the Post:
- To provide effective leadership and management of the subject / Key Stage provision. - To be accountable to the Head of Faculty for the achievement of students within the subject / Key Stage - To develop the quality of teaching and learning within the subject / Key Stage - To contribute to whole College planning, policy formulation and implementation

Main Duties and Responsibilities:
Main responsibilities of the Post: - Planning and developing the subject / Key Stage curriculum - Setting high standards and ensuring high quality provision - Leading and supporting subject / Key Stage staff - Promoting the subject / key Stage provision within the aims and beliefs of the College - Keeping up to date on developments in the subject / Key Stage and informing all relevant staff Main duties of the post: <i>Operational/Strategic Planning</i> - To lead and build a group of teachers into a united, effective and professional team - To plan and ensure the provision of challenging, satisfying and stimulating courses - To foster and develop home / College links by actively encouraging parental involvement - To develop a variety of means of presenting students' work and achievements to the College and the wider community - To participate in Whole-College planning through membership of planning teams - To consult and communicate with the team through regular meetings and other means to help formulate shared values, policies and responses, and to identify problems and solutions

- To produce, regularly update and provide the Head of Faculty with statements of aims, strategies, information and schemes of work with regard to curriculum content and teaching and learning styles
- To formulate and regularly review subject / Key Stage policies and procedures for assessing, recording and reporting on student progress in line with Faculty and whole College policies
- To monitor and assess students' achievements in all courses, ensuring that outstanding work is recognised and rewarded and that there are effective sanctions for poor work
- To develop strategies for identifying students with particular or special needs – including those who are especially talented and devising appropriate means of meeting those needs
- To devise, implement and periodically revise, in consultation with the team, responsibilities that facilitate efficient and effective deployment of staff and resources
- To direct the team in planning, implementing and evaluating courses and ensuring compliance with the requirements of the National Curriculum and / or Examination specifications
- To liaise with the Head of Faculty and Heads of Progress when students' work or behaviour give cause for concern
- To promote a shared approach towards planning and teaching across the subject / Key Stage
- To set high expectations and provide a positive lead
- To co-ordinate arrangements for teacher assessments within the subject / Key Stage and provide timely and accurate examination entry data (*if appropriate to post*)
- To ensure that the curriculum is accessible and differentiated and that this is evident within teaching groups through the matching of tasks and teaching styles to students of all abilities
- To liaise with partner primary schools (*if appropriate to post*) to ensure curriculum continuity
- To participate in the annual budget planning process
- To allocate and manage resources within the subject / Key Stage

Staffing:

- To advise the Head of Faculty on the efficient and effective deployment of the teachers and support staff within the subject / Key Stage.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with College policy and procedures,
- To promote teamwork and to motivate staff to ensure effective working relationships.
- To engage with the College's ITT programme.
- To be responsible for the day-to-day management of staff within the subject / Key Stage and act as a positive role model.

Teaching:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in College and elsewhere.
- To ensure a high quality learning experience for students that meets internal and external quality standards.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To undertake a designated programme of teaching.
- To plan lessons which provide effective learning experiences for all students.
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students.
- To prepare and update subject materials.
- To use a variety of delivery methods, which will stimulate learning, appropriate to students needs and the demands of the scheme of work.
- To maintain discipline in accordance with the College's behaviour policy and procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

- To undertake assessment of students as requested by external examination bodies, Faculty and College procedures.
- To mark, grade and give written / verbal and diagnostic feedback aimed at improving student progress.
- To ensure the effective / efficient deployment of classroom support.

Professional Development:

- To work with the designated Appraiser to identify and meet professional development needs.
- To engage fully with the Teacher Appraisal processes as an Appraisee.
- To conform to the progress related pay requirements of the College's Pay Policy
- To maintain an up to date Professional Development Portfolio.
- To engage with and contribute to Subject / Faculty professional development activity.
- To work as a member of a designated team and to contribute positively to effective working relations within the College.

Quality Improvement:

- To continually self-evaluate teaching performance and adopt improvement strategies.
- To contribute to Subject self-evaluation processes.
- To implement Subject, Faculty and College quality improvement strategies.

Other Duties:

- To be a Group Tutor to an assigned group of students.
- To promote the College's culture and ethos and provide a positive role model for students;
- To be aware of and work in accordance with the College's Child Protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty;
- To contribute to the preparation of Action Plans and Progress Files and other reports;
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved;
- To communicate as appropriate with parents of the students and with persons or bodies outside the College concerned with the welfare of individual students, after consultation with the appropriate staff;
- To act as a Mentor for students;
- To carry out scheduled Staff supervisory duties (before and after College and break times)
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the College's Equal Opportunities Policy and Code of Conduct and national legislation (including Health and Safety and Data Protection);
- To contribute to cross curricular programmes according to College policy;
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document (STPCD) not mentioned in the above.

General/Other

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Although the role is primarily with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.

The College will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

Job Description prepared by: Helston Community College

Date Prepared: May 2018

Person Specification

Job Title: Subject/Programme Leader

Person specification prepared by: Helston Community College

Date: May 2018

Attributes	Essential	Desirable	How identified
Relevant Experience	1. Experience of teaching appropriate Key Stages;		Application Form References Interview
Education and Training	2. Qualified teacher status or recognised qualification; 3. A degree level qualification in relevant subject; 4. Evidence of continuing professional development;	Evidence of further professional study	Application Form
Knowledge and Skills	5. Plan and organise teaching consistently to achieve clear targets; 6. Translate teaching and learning into effective progress and attainment; 7. Differentiate teaching to enable all to succeed; 8. Motivate students to achieve their best; 9. Value the education of every student; 10. Promote the well-being of all students; 11. Utilise ICT in delivery of programmes; 12. Communicate effectively (verbal, written, using ICT as appropriate); 13. See task and plans through to completion;		Application Form References Selection Tasks Interview

	14. Be an effective team player that works collaboratively and effectively with others;		
Any Additional Factors	15. Adopt a reflective approach towards professional decision making; 16. A desire to facilitate achievement; 17. A sense of responsibility for both the students and your own performance; 18. An approachable disposition; 19. Energy and enthusiasm; 20. A desire to continue your own learning and development as a teacher; 21. Demonstrate a commitment to: ➤ Equalities; ➤ promoting the College and the MAT's vision and ethos; ➤ high quality, stimulating learning environment; ➤ relating positively to and showing respect for all members of the College and wider community; ➤ ongoing relevant professional self-development; ➤ Safeguarding and child protection.		Interview Selection Tasks References

Self Help Self Responsibility Equity Equality Democracy
Solidarity Social Responsibility Honesty Openness Caring for Others