**Job Description**

Subject Leader



Belfairs Academy



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| **Subject Leader** |  |
| **Post title** | **Subject Leader** |
| **Reporting to** | **Director of Learning, Vice Principal, Principal** |
| **Job Purpose** | **Subject team*** To ensure the development of a highly skilled team which uses a range of teaching and learning styles to deliver outstanding outcomes.
* To match department developments with current thinking and practice in teaching and learning through research and links with other schools, and to implement necessary adaptations and changes
* To develop and enhance the teaching practice of others through coaching programmes and training
* To support and challenge all staff in the department, including teachers, post holders, ASTs and operational staff
* To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the DIP
* To implement the Academy’s policies and procedures

**Teaching and Learning*** To ensure good and outstanding teaching in the department through modelling outstanding teaching and learning and support of colleagues
* To ensure Learning Schemes meet the needs of all students and are updated regularly to meet identified student targets and Academy priorities

**Achievement*** To raise standards of pupil attainment and achievement within the whole curriculum area
* To be accountable for pupil progress and development within the subject area through appropriate tracking systems and standardisation
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| **Specific Duties** | * To oversee day to day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
* To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of the pupils and to the aims, objectives and strategic plans of the Academy.
* To ensure the development of learning schemes, teaching materials, teaching programmes, methods of teaching and assessment including use of the VLE.
* To ensure Health and Safety policies and practices within the Department are in line with national requirements and are updated where necessary.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover supervisor where relevant.
* To promote teamwork and to motivate staff to ensure effective working relations and to promote outstanding outcomes.
* To act as a positive role model as a leader and teacher.
* To lead meetings, discussions and management systems necessary to coordinate the work of the Department and integrate this into the work of the Academy as a whole.
* To advise post holders within the department on matters relating to the teaching of the subject
* To participate in the interview process for teaching posts when required and to ensure effective introduction of new staff, in line with Academy procedures.
* To ensure high quality classroom organisation and teaching practices of all teachers within the department.
* To ensure the sharing of good practice and high quality teaching materials within the team
* To disseminate material relating to best practice in educational research to other teachers
* To work with the Director of Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
* To ensure support is in place for teachers who are experiencing difficulties
* To lead in the mentoring of newly qualified teachers, initial training (ITT) and induction of new staff including GTP
* To undertake appraisal and oversee appraisals of identified individuals within the Academy.
* To liaise with the Director of Learning and Vice Principle to ensure the delivery of an appropriate comprehensive, high quality and cost effective programme which complements the Academy Improvement plan.
* To be accountable for the development and delivery of the departments curriculum
* To lead development and change within the subject related to the development improvement plan (DIP) .
* To manage the development of flexible modes of curriculum delivery and learning styles to contribute to raising standards within the learning area.
* To develop and review syllabuses, resources, learning schemes, marking policies, assessment and teaching and learning strategies in the Department.
* To monitor and report progress on achievement of departmental targets and take appropriate action to ensure that the targets are met
* To ensure all staff follow expected standardising and tracking procedures
* To maintain discipline in accordance with the rules and disciplinary systems of the Academy. To liaise with Directors of Progress and Directors of Learning to communicate any concerns with student achievement.
* To devise and maintain arrangements for reporting to parents on the progress of students undertaking studies in the Department in accordance with the Academy's overall systems.
* To carry out any other reasonable duties as directed by the governors or principle.
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| **General** | * Be aware of and comply with policies and procedures relating to child protection, and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the Academy
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Treat all user of the Academy with courtesy and consideration
* Present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities for all
* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
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| **Marketing and liaison** | * To contribute to the Academy liaison and marketing activities
* To lead the development of effective subject links with partner schools and the community, attendance at open days, evenings and other promotional and/or school events.
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| **Qualifications and Key Skills** | Qualified teacher status |

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