

Head of Subject

Job Description and Personal Specification

Role:	Head of Subject
Place of work:	The Fen Rivers Academy
Hours of work:	37 hours per week
Salary/Grade	£36,597 - £46,741
Reports to:	Assistant Head Quality of Education / SENCO
Level of screening:	Enhanced

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First, we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

Main Duties & Accountabilities

Curriculum

1. To be responsible to the Headteacher for the organisation, teaching and assessment of subjects and courses, as part of the curriculum of the whole school.
2. To establish and make explicit aims and objectives for the teaching of subjects and to review, evaluate and develop the curriculum to meet these objectives.
3. To ensure that syllabuses and schemes of work are produced, monitored, and reviewed.
4. To develop assessment processes which are compatible with national and school policy.
5. To develop structures to ensure progression and continuity in terms of cross-curricular work.
6. To promote teaching and learning styles which are consistent with the Catch 22 Teaching and Learning Principles.
7. To contribute, as necessary, to the planning of the school timetable.
8. To ensure that wall displays within teaching and resource areas assist learning and reflect the high quality of work expected of pupils.

Teaching Staff

1. To accept the general leadership role associated with posts in middle management in schools.
2. To co-ordinate and monitor the quality of work of subject teaching staff.
3. As well as establishing professional standards for the whole subject he/she is responsible within guidelines laid down by the school, for the deployment, development and monitoring of staff who teach in the subject, for the allocation and

use of resources and for the establishment and implementation of policy within the whole school structure.

4. He/she is also responsible for liaison with feeder Schools and other outside agencies as appropriate.
5. To facilitate the sharing of good practice in teaching and learning throughout the subject and to proactively nurture the development of individual practitioners to establish outstanding teaching and learning.
6. To assist with recruitment, appointment, deployment, and monitoring of staff.
7. To make arrangements for the induction of newly appointed teachers within the subject and to provide a full programme of guidance and support for these teachers.
8. To promote the professional development of all teachers within the subject, and to assist in performance management procedures within the agreed framework.
9. To be responsible for supervision of student teachers within the subject.
10. To ensure that appropriate work is set when subject teachers are absent.
11. To establish an effective structure for subject consultation and communication including the chairing of meetings and working groups.

Support Staff

1. To assist with recruitment, appointment and deployment of support staff/volunteers as needed.
2. To be responsible for the supervision of the work of support staff/volunteers.

Pupils

1. To establish and implement clear guidelines for standards of work and behaviour within the curriculum.
2. To co-ordinate procedures for monitoring and recording of progress, and the setting of targets.
3. To ensure that pupils' work is regularly assessed, that feedback to facilitate progress is given and acted upon, and that adequate homework is set.
4. To organise the setting and marking of internal tests and examinations.
5. To liaise with the SENCO in helping support pupils' individual needs.
6. To co-ordinate appropriate interventions for pupils making less than good progress, monitor the impact and record progress data in line with agreed school protocols.
7. To advise and organise the allocation of pupils into teaching groups.
8. To be responsible for the writing and issuing of reports, progress checks and references within the subject.
9. To be responsible for liaison with the Examinations Officer about external examination entries and procedures within the subject as appropriate.
10. To be responsible for all arrangements for pupils taking internal and external examinations.

Community

1. To ensure effective dialogue with parents in accordance with school policies.
2. To ensure that the subject is properly represented on parents' evenings.
3. To develop links with the community and with industry as appropriate.
4. To liaise with feeder schools and with other post-16 institutions. To liaise with external agencies as necessary.

Resources and Accommodation

1. To be responsible for subject cost centres.
2. To allocate resources within the subject to meet curriculum objectives.
3. To be responsible for ordering, recording and making an inventory of resources within the subject.
4. To establish and enforce standards for proper care of accommodation, furniture and equipment within the subject.
5. To advise the Assistant Head Teacher about future needs of the subject for resources and accommodation.

What does good look like for this role?

- To provide effective leadership and management on a specific academy for; delivering a safe and secure education provision for students with complex needs and behaviours.
- To be the driver in behaviour management and student support for complex and vulnerable students.
- To manage the educational environment, which supports and motivates students with complex needs, whilst they undertake a high quality and aspirational curriculum.
- To drive performance and outcomes in engagement, curriculum, quality of teaching, safety, achievement and progression.
- To work with the Operations Manager to ensure that the Academy's overall effectiveness is judged by OFSTED as consistently good or outstanding.

Organisational Relationships

Our Head of Subject will:

- Line manage Teachers, Recruitment and Progression Officer, Administrator and other staff as required.
- Develop positive relationships with students, parents/carers, external agencies (e.g. social services) and other key stakeholders.
- Develop positive relationships with key personnel in the Catch22 Group. From time to time, work in partnership with other Catch22 staff across the country focused to share best practice, lessons learned, etc.

Catch22 College Lead Teacher: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<p>QTS</p> <p>Degree in related subject.</p>		<p>Certificate</p> <p>Interview</p>
KNOWLEDGE	Significant knowledge of Teaching and Planning		Interview
EXPERIENCE	<p>Experience of working with a cohort of young people including those with complex, high behaviour and additional learning needs.</p> <p>Experience with safeguarding procedures and promoting the welfare of learners.</p> <p>Extensive behaviour management experience with students who have complex needs and extreme behaviour.</p> <p>Line management experience, setting KPIs and conducting regular supervisions.</p> <p>Relevant classroom teaching experience.</p>	Experience of working with disengaged or hard to reach young people	Interview
SKILLS & ABILITIES	<p>A robust knowledge of behavioural techniques and theories and their application.</p> <p>Knowledge of the statutory requirements of equality and Diversity, health and safety, safeguarding and child protection.</p> <p>A sound knowledge of planning and assessment techniques.</p> <p>A secure knowledge and understanding of subject(s)/curriculum area(s) and related pedagogy.</p>		Interview

	<p>An extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.</p> <p>Ability to work effectively with students with complex needs</p> <p>Ability to communicate effectively both in verbal and written form.</p> <p>Ability to effectively use a variety of teaching and organisational styles and resources, including ICT to deliver outstanding teaching and learning</p> <p>Ability to work as part of a team to deliver a holistic educational package.</p> <p>Ability to cope with emotionally demanding situations.</p> <p>Ability to manage your time effectively.</p> <p>Flexible creative and adaptable approach.</p> <p>Ability to build positive and professional relationships with students, colleagues, parents/carers and other stakeholders as appropriate.</p>		
<p>OTHER</p>	<p>Share Catch22 values</p> <p>Awareness of and commitment to Equality & Diversity</p> <p>Willing to travel and work flexibly</p>		

	Desire to develop and undertake training as required		
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