

Job Description

Subject Co-ordinator at Budmouth Academy Weymouth

Salary Range: L7-11

Job Description

The Subject Co-ordinator at Budmouth Academy shall carry out the professional duties as described in the School Teachers Pay and Conditions document.

The Subject Co-ordinators directly accountable to the applicable Head of School, to ensure the educational success of the Subject area within the overall framework of the school's strategic plan. The Subject Co-ordinator is responsible for managing the effective day to day operation of the Subject Area to ensure an effective educational provision. The Subject Co-ordinator should support the Senior Leadership Team to create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all in every area of the school's work.

- Carry forward the schools vision;
- Drive the continuous and consistent school-wide focus on raising achievement and improving student outcomes;
- Focus primarily on the development of teaching and learning aiming to ensure that it is of the highest quality and all times.
- Provide effective pastoral support for all students in the school.

Purpose

- To contribute to raising standards of student attainment.

Responsible for:

- Subject Managers, Teaching staff, other relevant personnel and students within the subject area.

Main Responsibilities:

- To raise standards of student attainment and achievement within the Subject area and to monitor and support student progress.
- To be accountable for student progress and development within the Subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Subject area, in accordance with the aims and policies of the school.
- To be accountable for leading, managing and developing the Subject area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the Subject area.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To help to raise the aspirations of students in the Subject area and in the school.

Operational and Strategic duties:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Subject area.
- The day-to-day management, control and operation of course provision within the Subject area, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- Arranging details for internal and external examinations.
- To attend all appropriate meetings.

- To lead and manage the business planning function of the Subject area, and to ensure that the planning activities of the Subject area reflect the needs of students within the Subject area, the Academy Improvement Plan and the aims of the school.
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the Subject area are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Officer.

Curriculum Duties:

- To liaise with the applicable Head of School to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the vision of the school.
- To be accountable for the development and delivery of the subjects in the Subject area.
- To lead curriculum development for the whole Subject area.
- To keep up-to-date with national developments in the Subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the applicable Head of School to maintain accreditation with the relevant examination and validating bodies.

Staff Development Responsibilities:

- To work with the applicable Head of School to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Subject area's technicians/support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the Subject area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Subject area liaising with the Cover Staff/relevant staff to secure appropriate cover within the Subject area.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's Initial Teacher Training Programme.
- To be responsible for the day-to-day management of staff within the Subject area and act as a positive role model.

High Standards Maintenance:

- To ensure the effective operation of review and monitoring systems.
- To ensure the process of the setting of targets within the Subject area and to work towards their achievement.
- To establish common standards of practice within the Subject area and develop the effectiveness of teaching and learning styles in all the strands within the Subject area.
- To contribute to the school's procedures for lesson observation.
- To seek/implement modification and improvement where required.

Management Information Responsibilities:

- To ensure the maintenance of accurate and up-to-date information concerning the Subject area on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the Subject area.
- To produce reports on examination performance, including the use of value-added data.
- To manage the Subject area's collection of data.
- To provide the Governing Body with relevant information relating to the Subject area's performance and development.

Managing Effective Communications:

- To ensure that all members of the Subject area are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the Subject area's views and interests.

Resource Management:

- To manage the available resources of space, staff, money and equipment effectively and efficiently in order to maximise the educational provision for students.
- To work with the applicable Head of School in order to ensure that the Subject area's teaching commitments are effectively and efficiently time-tabled and roomed.

Student Support Duties:

- To lead and manage the work of the team of personal mentors/tutors.
- To monitor and support the overall progress and development of students within the Subject area.
- To monitor student attendance together with students' progress and performance in relation to targets set for individuals; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to and implement the school policy on rewards and support and taking responsibility for student behaviour.
- To ensure the Behaviour Management system is implemented in the Subject area so that effective learning can take place.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- 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 the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.

Teaching Duties:

- To undertake assessment of students as requested by external examination bodies, Subject area and school procedures
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and Subject area.
- To contribute to the curriculum area and Subject area's Improvement Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the school and elsewhere.
- 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 ensure a high quality learning experience for students which meets internal and external quality standards - to aim to be an outstanding teacher.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

Other Duties:

- To undertake whole school duties as outlined in targets set for the applicable School each year.
- Manage Subject Co-ordinators' detentions
- To adhere to the Academy's Dress Code
- To engage actively in the performance review process.
- To continue personal development as agreed at appraisal.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) and the Principal not mentioned in the above.
- To play a full part in the life of the school community and to encourage staff and students to follow this example.
- To show a record of excellent attendance and punctuality.

General:

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- The Academy 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.
- Employees will commit to using their influence with other staff and students to promote high standards of behaviour and order within the school.
- Working to maintain the school at the forefront of educational practice
- Foster and sustain a culture of enterprise and creativity in all aspects of the school's operation acting as a role model to students and to support the ethos of the school being responsible for promoting and safeguarding the welfare of children and young persons that the postholder is responsible for or comes into contact with.