

### **Job Description**

<b>Job Title</b>	Subject Leader Secondary Phase
<b>Academy</b>	Richard Barnes Academy
<b>Reports to</b>	Assistant Principal – Quality of Education
<b>Line Management of</b>	Teachers
<b>Working Hours &amp; Pattern</b>	100% - Full Time
<b>Salary / Grade</b>	TLR 2C
<b>Date Last Evaluated</b>	June 2020
<b>Core Purpose</b>	To be responsible for and effectively lead and develop across the secondary phase all aspects of educational provision within the subject and to raise standards and improve outcomes for all learners. To promote and develop a positive learning environment in the department.

<b>Key Responsibilities</b>
<p><b>Planning, progress and policies</b></p> <ul style="list-style-type: none"> <li>• Develop and review syllabuses, resources, schemes of work, marking, assessment and teaching and learning strategies in the subject.</li> <li>• Provide day to day leadership of the subject under the guidance of the Assistant Principal- Quality of Education.</li> <li>• Work with the Assistant Principal- Quality of Education to manage the available resources of staff, finance, space and equipment efficiently within the Academy agreed limits, guidelines and procedures.</li> <li>• Work with Assistant Principal- Quality of Education in devising, monitoring and measuring the impact of intervention programmes on the progress made by individuals and groups of learners within the subject.</li> <li>• Implement all Academy policies and procedures across the subject.</li> <li>• Work with classroom teachers to formulate aims, objectives and strategic plans for the subject to support the objectives and outcomes of the annual Academy Improvement Plan.</li> </ul> <p><b>Curriculum and Teaching</b></p> <ul style="list-style-type: none"> <li>• Undertake an appropriate programme of teaching and tutoring.</li> <li>• With the Assistant Principal- Quality of Education, be responsible for monitoring and developing the quality of teaching for all subject staff, with a clear focus on quality assurance and professional development.</li> <li>• Be accountable for the development and delivery of the subject's curriculum content for all learners through good planning and developing innovative learning approaches and resources.</li> <li>• Manage the content, pace and progression of all course elements within the subject.</li> <li>• Ensure compliance with the Academy's examination entry procedures.</li> </ul>

- Keep up to date with and respond to national curriculum developments and best practice in teaching and learning methodology with regard to the subject.

### **Staffing**

- Be responsible for the day-to-day management of staff within the subject and act as a positive role model.
- Contribute to the Academy's Professional Learning Programme and ensure that classroom teachers are supported in their continuing professional development.
- Undertake Continuous Development Reviews and act as reviewer for a group of staff within the subject.
- Hold Classroom teachers to account for learner progress within their subject.
- Ensure that meaningful work is set for cover for classes when staff in the subject are absent, ensuring continuity and progression in learning.
- Promote teamwork and to motivate staff to ensure effective working relations and to share team strengths and best practice.
- Manage and deploy teaching/support staff, financial and physical resources within the subject effectively to support the delivery of the outcomes of subject improvement plans and the Academy Improvement Plan.
- Work with the Assistant Principal- Quality of Education in order to ensure that the Subject's teaching commitments are effectively and efficiently timetabled and roomed.

### **Quality Assurance and Performance Data**

- Work with the Faculty Leader in implementing the Academy's Quality Assurance Framework within the subject.
- Ensure that the subject's Quality Assurance evidence is used to inform the requirements of the Academy's Self Evaluation and improvement planning processes.
- Ensure the maintenance of accurate and up-to-date information concerning the subject and the timely completion of whole-Academy data collection.
- Analyse and evaluate, with classroom teachers, check point and external performance data and take appropriate intervention action in response.
- Manage the assessment processes for the subject.

### **Communications**

- Ensure that all members of the Subject are familiar with the aims and objectives of the subject improvement plan within the framework of the Academy Improvement Plan.
- Ensure effective communication/consultation with parents.
- Liaise with partner schools, higher education, and industry, examination boards, awarding bodies and other relevant external bodies and partners.
- Represent the Subject's views and interests.
- Contribute to the Academy communication and marketing activities, e.g. the collection of material for press releases and the Academy website.
- Lead the development of effective subject links, communication and networking with partner schools and the wider education community.

<b>General Responsibilities</b>
<ul style="list-style-type: none"><li>• Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li><li>• Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.</li><li>• Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.</li><li>• To engage with appropriate training opportunities to promote professional effectiveness in this role.</li><li>• Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.</li><li>• To treat all information acquired through employment, both formally and informally, in strict confidence.</li><li>• To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li><li>• Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.</li><li>• Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.</li></ul>



<b>The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.</b>
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**Note: Every job description in the organisation will be subject to a review either:**

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

**It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.**

### Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
DCSF-recognised teaching qualification and Qualified Teacher Status (QTS).	E	A
Degree in relevant subject(s).	E	A
Child Protection and Safeguarding training.	D	A
First Aid Certificate.	D	A
<b>Knowledge and Understanding</b>		
Knowledge of the subject(s) to be taught, at a level and breadth sufficient to challenge the most able students and achieve high outcomes throughout all key stages.	E	A/I
Knowledge of the National Curriculum and National Literacy and Numeracy Strategies for the appropriate Key Stage(s).	E	A/I
Knowledge of effective teaching and learning styles, including the theory and practice of providing effectively for the individual needs of all children.	E	A/I/R/L
Knowledge of the monitoring, assessment, recording and reporting of student progress.	E	A/I
Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection.	E	A
Knowledge of effective strategies for working with students with Special Educational Needs, including Gifted & Talented students.	D	A/I
Knowledge of recent, relevant curriculum developments in the subject area and their impact on teaching and learning.	D	A/I
Understanding of Help Children Achieve More agenda and its application in the school environment.	D	A
<b>Skills and Abilities</b>		
Promote a positive and inclusive Academy for all students.	E	A/I
Establish a purposeful learning environment where all pupils feel secure and confident.	E	A/I
Set high expectations for all students and demonstrate a commitment to raising educational achievement.	E	A/I/R
Plan and implement an effective teaching programme, including the assessment of all students, creating appropriate records.	E	A/I/R
Inspire and enthuse young people by creating high-quality learning opportunities and use effective strategies to monitor and promote student motivation and morale.	E	A/I

Effectively deliver a range of inclusive teaching and learning strategies to maximise progress and achievement and offer equality of access to the curriculum for all students.	E	A/I
Use ICT effectively as an integral part of teaching and learning.	E	A/I/L/R
Organise own work effectively to meet deadlines, including student assessment and provision of reports to parents, Head of Campuses and other internal and external stakeholders.	E	A/I/R
Build effective relationships with colleagues and to be an active team member within the department.	E	A/I/R
Establish and develop good relationships with students, parents and external organisations	E	A/I/R
Manage difficult situations and deal with sensitive issues tactfully and diplomatically.	E	A/I
Adapt to change and the introduction of new working practices.	E	A/I
Develop strategies for creating links with the community and external organisations.	D	A
<b>Experience</b>		
Delivering student-centered learning in chosen subject(s) at Key Stages 3 & 4.	E	A/I/L
Planning, designing and delivering schemes of work to national exam board/course specifications.	E	A/I
Delivering lessons using ICT and multi-media, including interactive SMARTboards.	D	I/L
Line managing a team.	D	A/I
<b>Personal Commitment</b>		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

### **Assessment methods**

**A – Application    I – Interview    T – Task/Activity    L – Lesson Observation    R – References**