



Holbrook Academy

Subject Lead for Music

Core purpose:

To lead, support and have responsibility for a department.

The Head of Department will be responsible for:

- raising standards of achievement
- facilitating the delivery of excellent teaching and learning by all members of the team

Core Leadership qualities:

- Clear and consistent vision and values
- Excellent practitioner
- Ability to motivate and empower others
- Have a positive attitude to continuous improvement
- Leading by example through demonstrating highly effective organisational skills, integrity and commitment.
- Support staff to work confidently and effectively within any subject teams and within the classroom
- Clear and consistent communication skills

Specific Responsibilities:

This list is not meant to provide a definitive list of specific responsibilities but to serve as guidance.

- Providing a cohesive and coherent vision for subject
- Ensure that all statutory curriculum requirements are met for subject in Key Stage 3 and 4
- Ensure that the needs of all learners are closely monitored and relevant guidance and legislation is implemented eg Keeping Children Safe in Education, Code of Practice for Special Educational Needs, Every Child Matters, Health & Safety, E-Safety.
- Closely monitor the teaching and management of student learning to ensure it is of the highest quality within subject and to provide guidance on the choice of appropriate teaching and learning to meet the needs of the subject and of different students.
- Ensure the effective development of student's personal development, literacy, numeracy and ICT skills.
- Teachers of subject are aware of how the subject contributes to a student's understanding of the duties, opportunities, responsibilities and rights of citizens
- Establish and implement clear policies and practices for assessing, recording, and reporting on student achievement in line with school policy and use this information effectively to secure outstanding progress in subject.

- Ensure that published school targets for students' achievement are shared and understood and that progress of all students and particularly vulnerable groups is monitored and evaluated.
- Use data effectively to identify students who are underachieving and where necessary, create and implement effective plans of action to support the identified students.
- Communicate effectively, orally and in writing, with parents, governors, agencies and the wider community. Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the relevant standards.
- Establish self evaluation systems, to identify effective practice and areas for improvement and take action to improve the quality of teaching and other provision
- Regularly review standards within the department and update the departmental improvement plans and ensure all members of the department clearly understand the priority actions for the department.
- Through consultation with members of the department, write the departmental improvement plan and monitor progress with achieving targets and objectives.
- Report to the Senior Leadership Team on a regular basis the successes of the department, judgements on standards and the planned actions for improvement.
- Lead professional development through example and support and coordinate the provision of high quality professional development through methods such as coaching, organising INSET, drawing on other sources of expertise as necessary.
- To effectively manage all resources deployed to the curriculum area and ensure the learning environment provides a positive experience for all students.
- To supervise the day to day working responsibilities of support staff.
- Ensure effective strategies are in place to provide students with the opportunity to offer their perceptions on standards within the subject
- Ensure the department plays a full role in supporting and initiating community cohesion through providing appropriate experiences for students.
- Maintain an up to date knowledge of health and safety requirements that exist for the safe day to day running of the school and have a detailed knowledge of the health and safety requirements for their specific subject area(s).

Outcomes:

- High standards of achievement for all students
- A highly motivated and effective curriculum team
- Excellent practitioners
- Effective teamwork
- Effective contribution to whole school improvement
- A vibrant and positive learning environment

Line Manager: Senior Leadership Team

Line management responsibility for: Food Technician

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken by a subject leader may not be identified. Employees will be expected to comply with any reasonable request from a senior manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the conditions of employment contained in the current School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A in the STPCD.

Teachers who are on the upper pay scale are also expected to meet the criteria set out in the required standards for the upper pay scale.

This job description for a subject leader is in addition to the requirements set out in the standard scale classroom teacher job description which you are also required to fulfil.

This job description may be amended at any time following discussion between the Headteacher and the member of staff. It is subject to annual review at the request of the Headteacher or post holder.

Signature of post holder _____

Date _____