



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

SECONDARY SUBJECT LEAD

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Please note 'department' or 'subject' relates to any departments/subjects of responsibility.

1. Strategic Direction and Development of the School

- 1.1. Provide inspiring and purposeful leadership for pupils within a caring and secure environment.
- 1.2. Work in partnership with the Principal, Senior Leadership Team, Local Accountability Board, Star Central, staff, pupils, and parents in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.
- 1.3. Promote and deliver the priorities and policies of the school by contributing to School Improvement and Development Planning, by consistently and persistently implementing agreed policies and initiatives and adhering to the school's ethos within and beyond the school.
- 1.4. Contribute to appropriate sections of the school self-evaluation framework.
- 1.5. Lead on the organisation, management and development of a subject area.
- 1.6. Liaise as required with a range of educational partners, internal and external, to underpin the raising of attainment.
- 1.7. Support the school's home and community liaison work through the appropriate participation in events.

2. Leadership

- 2.1. Be a dynamic and supportive member of the department, supporting the department leadership in its drive to become a leading edge, innovative and high performing team.
- 2.2. Plan, develop, resource and lead a comprehensive and effective primary transition curriculum for Year 6/7 within the subject area, liaising with primary colleagues in key feeder schools and Year 7 subject teachers.
- 2.3. Engage with a wide variety of evidence, including attainment data, to assess colleagues' performance and devise tailored support.

- 2.4. Support the Director of Learning to strategically plan and implement regular meetings to support, mentor, coach and challenge subject staff to ensure they are working in unison to produce the highest quality of teaching and learning within their lessons.
- 2.5. Assist colleagues in the planning and delivery of the curriculum, delivery and assessment plans and provide guidance – consistent with Star policy and practice - on teaching, learning and assessment.
- 2.6. Liaise with SLT on present and future programmes for CPD, new staff induction, the professional development of ECTs and initial teacher training.
- 2.7. Provide appraisals and line management for selected staff, through the setting and evaluation of challenging objectives and comprehensive reviews of performance.

3. Management of Pupils and Learning

- 3.1 Adopt and adapt Star curriculum, delivery and assessment plans to ensure sequencing, continuity and progression in the subject for all pupils, including those of high ability and those with additional needs.
- 3.2 Coach and mentor colleagues to set high expectations for pupils' behaviour, consistent with Star policy and practice, to nurture a culture within the classroom that enables all pupils to behave well and make progress in their learning.
- 3.3 Promote and quality assure teaching and learning so that it is adapted, consistent with Star guidance, to enable pupils with additional needs or barriers to learning, to make excellent progress.
- 3.4 Undertake regular lesson visits and instructional coaching of colleagues, to promote professional development and secure the highest standards of teaching.
- 3.5 Contribute to the coaching and mentoring of staff, and where necessary, the development of staff through personal support plans.
- 3.6 Adapt and deploy Star assessments effectively at agreed points in the delivery of learning to identify and address gaps, inform the planning of teaching and intervention, and evaluate pupils' progress.
- 3.7 Develop and lead the delivery of extra-curricular activities – including educational visits and clubs – to promote and extend learning beyond the classroom.
- 3.8 Assist the Director of Learning to plan, implement and review specifications, curriculum, delivery and assessment plans, and implement reporting procedures, in accordance with school aims, policies and practices.

4. Management of Resources

- 4.1 Work with staff in the department to ensure that all department rooms and areas present stimulating environments which help to influence pupils' attitudes positively towards the subject.
- 4.2 Support SLT in estimating and managing identified whole school budgets.
- 4.3 Plan and administer the development and storage of relevant equipment, books and other resources.

5. Monitoring and Evaluation

- 5.1 Analyse and interpret national and school performance data to inform updates to the Star Teaching Framework and the school teaching profile.
- 5.2 Monitor teaching standards in the department and use this analysis to identify both effective practice and areas for improvement.

- 5.3 Assist in the quality assurance of teaching, learning and assessment within the department and across the wider school, engaging positively in the school's programme of lesson visits.
- 5.4 Seek out the views of pupils and their parents on the quality of learning and teaching.
- 5.5 Use data analysis to identify areas where individuals or groups of colleagues may need support to improve outcomes for pupils in the chosen subject.

6. Communication and Liaison with Other Colleagues

- 6.1 Represent the subject, the department or the school in appropriate meetings.
- 6.2 Ensure the line manager and Principal are informed on all issues concerning the department.
- 6.3 Liaise with the business support team in all matters concerning administration, health and safety and external agencies.
- 6.4 Liaise with the pastoral team in respect of rewards and sanctions.
- 6.5 Liaise with the examinations team on issues relating to external examinations.
- 6.6 Maintain effective relationships with other middle and senior leaders in the school.
- 6.7 Maintain appropriate links with teaching colleagues in all sections of Star Schools.
- 6.8 Liaise with other schools, post 16 and post 18 education providers and local employers where appropriate.
- 6.9 Maintain appropriate links with feeder schools.

7. Communication with Parents and the Wider Community

- 7.1 Establish a partnership with parents to involve them in their child's learning of the subject.
- 7.2 Provide information for parents about curriculum, attainment and progress.
- 7.3 Ensure that the department is represented at Consultation Evenings.
- 7.4 Assist the pastoral support teams in preparing extra information for parents, when requested, on the attainment, progress and effort of individual pupils.
- 7.5 Develop effective links with the wider community, including business and industry, in order to extend the subject and enhance teaching and learning.

8. Other Responsibilities

- 8.1 Participate in the Performance Appraisal process and all training activities.
- 8.2 Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.
- 8.3 Take responsibility for promoting and safeguarding the welfare of the children and young people in school.
- 8.4 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 8.5 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 8.6 Contribute to the wider life of the Trust and the Star community.
- 8.7 Carry out any such duties as may be reasonably required by the Principal or Trust leaders.

9. Records Management

- 9.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

| No | CATEGORIES | Essential/ Desirable | Assessed by: | |
|--|---|-------------------------|--------------|---------------------|
| | | | App Form | Interview / Task |
| QUALIFICATIONS | | | | |
| 1. | A degree qualification (2:2 or above) in a closely related subject. | E | ✓ | |
| 2. | Qualified Teacher Status (QTS). | E | ✓ | |
| 3. | Evidence of recent CPD linked to subject leadership or pedagogy. | E | ✓ | ✓ |
| 4. | Middle leadership or subject leadership qualification (e.g. NPQLT or equivalent). | D | ✓ | ✓ |
| EXPERIENCE AND IMPACT | | | | |
| 5. | Delivering consistently high-quality teaching to secure strong outcomes for learners. | E | ✓ | ✓ |
| 6. | Successfully leading or coordinating a key stage, subject or team. | D | ✓ | ✓ |
| 7. | Supporting or coaching colleagues to improve teaching and learning. | E | ✓ | ✓ |
| 8. | Successfully implementing plans to improve subject curriculum, teaching, learning and outcomes. | E | ✓ | ✓ |
| 9. | Successfully using assessment data to identify and address gaps in learning. | E | ✓ | ✓ |
| ABILITIES, SKILLS AND KNOWLEDGE | | | | |
| 10. | Teach effectively across age and ability range. | E | ✓ | ✓ |
| 11. | Design and adapt curriculum plans to meet diverse needs. | E | ✓ | ✓ |
| 12. | Strong knowledge of curricula, specifications and assessment criteria. | E | ✓ | ✓ |
| 13. | Lead and inspire colleagues within a subject team. | E | ✓ | ✓ |

| | | | Assessed by: | |
|---------------------------|---|-------------------------|--------------|---------------------|
| No | CATEGORIES | Essential/ Desirable | App Form | Interview / Task |
| 14. | Analyse and interpret assessment data to identify priorities for improvement. | E | ✓ | ✓ |
| 15. | Deliver engaging training to teachers to improve pedagogy. | E | ✓ | ✓ |
| 16. | Communicate articulately and sensitively with staff, pupils and parents. | E | ✓ | ✓ |
| 17. | Use ICT effectively for planning, teaching and data management. | E | ✓ | ✓ |
| 18. | Knowledge of Ofsted expectations for a high-quality curriculum and teaching. | D | ✓ | ✓ |
| PERSONAL QUALITIES | | | | |
| 19. | Commitment to the Trust's mission, vision and Star values. | E | ✓ | ✓ |
| 20. | Commitment to personal and professional growth and striving for excellence. | E | ✓ | ✓ |
| 21. | Commitment to motivate and inspire others through positivity and integrity. | E | ✓ | ✓ |
| 22. | Commitment to inclusion, equality and safeguarding. | E | ✓ | ✓ |
| 23. | Emotional resilience and adaptability in a fast-paced environment. | E | ✓ | ✓ |