

JOHN TAYLOR HIGH SCHOOL

Job Description – Subject Leader (science)

(TLR 2.1)

Reporting to: Faculty/Deputy Faculty Leader

Responsible for: Subject teachers



Core Purpose

- To take lead responsibility for providing leadership and management for Biology to secure:
 - High-quality teaching
 - Improved standards of learning and achievement for all
 - Effective use of resources
- To support and promote the school's vision and values through their leadership role.

The Subject Leader will:

- Promote a culture of 'Striving for Personal Excellence' in order to ensure that every student can realise their full potential.
- Work with the Faculty/Deputy Faculty Leader to ensure the vision and values of the school and Trust are clearly and effectively communicated to staff, students, parents and the wider community.
- Work with the Faculty/Deputy Faculty to determine and implement the subject improvement priorities in line with whole school improvement priorities
- Implement an appropriate Department Improvement Plan and Raising Achievement Plan (as required) in line with the previous point
- Effectively utilise progress data analysis to support DIP and RAP in order to ensure that all students reach personal excellence in their academic studies
- Deliver the highest possible educational standards and create a culture of high expectation in which students feel safe, valued and motivated to succeed.
- Provide expert and committed support for Subject Teachers.
- Uphold the school values: respect, integrity, perseverance and kindness at all times, in the leadership of Biology
- Ensure whole school behavioural expectations are modelled and upheld across their subject, acting as a strong role model to all staff members.
- Keep abreast of the national and local agenda and statute for all areas relevant to responsibilities.
- Be fully committed to their own professional development from a subject and pedagogical knowledge aspect, as well as from a leadership perspective.

Key Responsibilities

Strategic direction

- Develop and implement policies for Biology in line with our school's commitment to high-quality teaching and learning
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the whole school improvement plan and produce a plan for the subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's vision, value and development priorities.

- Work with the special educational needs co-ordinator (SENDCo) to ensure the curriculum matches the needs of different pupils, including those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum
- Liaise with JTMAT within subject groups on subject-related events, projects and activities

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Ensure that appropriate links to careers and other work-related skills are fully embedded across schemes of work across all key stages in line with whole school CEIAG priorities.
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the subject area

Leading and managing staff

- Establish an effective team and hold regular meetings to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by planning an appropriate Quality Assurance programme in line with whole school and department priorities
- Support subject teachers in the effective use of progress data analysis to support DIP and RAP in order to ensure that all students reach personal excellence in their academic studies
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Monitor behaviour and attitude to learning across the subject, providing appropriate support and guidance where required.
- Use the above process alongside performance management procedures to identify training needs and facilitate continuing professional development (CPD) for subject teachers from a subject and pedagogical knowledge aspect, as well as from a leadership perspective.
- Contribute to subject level timetabling and manage setting pupils where relevant

Efficient and effective deployment of resources

- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that will be expected of this role. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

Category	Essential	Desirable	Evidence
Qualifications			
Qualified teacher status	✓		Application Interview References
Qualified to degree level	✓		
Relevant leadership experience	✓		
Relevant middle leadership qualification		✓	
Experience, Knowledge & Understanding			
Recent experience as a middle leader of a secondary school		✓	Application Interview References
Expert knowledge of the National Curriculum, particularly the Biology curriculum	✓		
Experience of working in a multi-academy trust environment		✓	
Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve	✓		
Ability to plan and deliver high quality lessons appropriate to the needs of all students	✓		
Awareness of local and national organisations that can provide support with delivering the subject		✓	
Knowledge of effective technologies to support teaching, learning and assessment		✓	
Knowledge and understanding of the use of data to support raising student progress and achieving personal excellence for all	✓		
Experience of managing a budget to achieve best value linked to educational priorities		✓	
Understanding of effective use of a variety of resources to support curriculum planning, delivery and student learning	✓		
Skills, Abilities and Attributes			
Excellent communication and interpersonal skills, effective with all stakeholders	✓		Application Interview References
A commitment to getting the best outcomes for all pupils	✓		
A desire to uphold and promote the vision and values of the school	✓		

Ability to communicate a vision, inspire others and build effective teams	✓		
Ability to think creatively, to anticipate issues, address problems and pursue opportunities.	✓		
Ability to work under pressure and prioritise effectively	✓		
Readiness to seek and respond to advice and guidance.	✓		
Excellent people management and leadership skills; to lead by example.	✓		
Determination to promote equality of opportunity throughout all aspects of school life.	✓		
Ability to set, expect and monitor excellent standards.	✓		
Ability and drive to achieve challenging personal and organisational goals.	✓		
Evidence of having undertaken recent and relevant continuous professional development and to demonstrate the impact of this in the work practice.	✓		
Other			
The post holder will be subject to an Enhanced Disclosure and Barring Service (DBS) check	✓		Application Interview References
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 27.4.22

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____