Subject Leader

Sir Joseph Williamson's Mathematical School - Job Description

Reports to: **Senior Leadership Team**
Basis: **Permanent, full-time**

Key responsibilities and outcomes

- Leadership and management of all aspects of the Department including accountability of the team of staff
- Leadership of the teaching and learning of the curriculum and related projects that make the subject area an innovative and exciting curriculum area resulting in further improvement in attainment and in student uptake at Post 16 (if applicable)
- Achievement of consistently high standards of teaching, learning and assessment
- Achievement of rapid and sustained student progress and attainment

Whole Academy Activities

- Lead and support all core Academy related activities
- Promote the public image and engagement of the Academy
- Promote and provide opportunities for student participation in extracurricular activities and links with other organisations, schools and phases
- To be a proactive member of the college leadership team

Leadership and Management

- Ensure performance management of the team is completed in line with academy policy
- Participate in recruitment and selection of personnel
- Assist in the professional development of teachers
- Supervise and support beginner teachers and NQTs
- Manage the department budget to ensure value for money and impact on teaching, learning and attainment
- Maintain regular and productive communication with students, parents, colleagues and partners
- To ensure the effective operation of the academy quality assurance framework
- Create an environment in which morale is high

Teaching and Learning

- Ability to teach, to an outstanding level, all years, abilities and qualifications in the department
- Develop all Department teachers to ensure teaching is consistently of the highest level
- Line manage teachers within the learning area
- Direct and supervise support staff assigned to lessons to ensure the support provided to individuals and groups is having a significant impact on academic progress
- Monitor and assess teaching and learning, provide feedback and support strategies for staff
- Ensure that innovative approaches to technologies are deployed to enhance learning
- Develop appropriate provision and resources with the staff for students of all abilities

Curriculum and Assessment

- Ensure the curriculum offered is appropriate for our students and contributes positively to the wider curriculum offer and overall outcomes of the academy.
- Develop and implement syllabi and schemes of work for all Key Stages that inspire, challenge and enable students to achieve at least target grades
- Set regular, meaningful and measurable assessments for students and recognise success
- Maintain, analyse, moderate and follow up data including that of students so that can be used to make teaching, learning and outcomes more effective
- Ensure meaningful and appropriate homework is integrated into schemes of work and assessed accordingly following academy policy

- Produce and contribute to oral and written assessments, reports and references relating to individuals and groups of students
- Liaise with staff from other Trust academies to develop this curriculum area

Behaviour and Safety

- To promote outstanding behaviour of students that leads to high standards and engagement in learning
- To ensure behaviour management is effective, proactive and that follow up is appropriate
- To reward positive behaviours
- To ensure students and staff are safe in the working environment
- Implement consistent Health & Safety procedures in line with current regulations and write/review risk assessments for the department

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed:_____ Printed Name:_____ Date:_____
(Employee)