**Job Description – Subject Leader (Senior Section)**

Post : Subject Leader for English (Senior Section)

Line Managed By : Assistant headteacher (QL i/c of curriculum area)

Line Manager of : Subject Teachers, Assistant Subject Leader and designated support staff

Salary : MPS/UPS + TLR1b (£10,714)

Believe. Achieve. Succeed.

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Respectful, Resourceful, Responsible, Reflective, Resilient, Ready

Mayfield is a supportive, caring and exciting place to learn in an environment that recognises individual learning needs and where every member of staff understands the difference that they can make to our students’ outcomes. Mayfield School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

As an inspirational innovative leader, you will work with the senior leadership team of the school to drive the vision and strategic direction of the English Department in the seniors. You will empower and motivate staff in the department as well as the pupils to ensure excellence in learning and teaching and the continued rapid improvement of the subject. Aligning to the culture and ethos of the school, you will provide a child-centred approach to education, an engaging curriculum and will inspire a sense of collective purpose, with high aspirations for pupils and staff. You will work collaboratively with parents, the head of seniors, the Local Authority and other schools within and beyond Portsmouth to develop a dynamic learning partnership, acting as a positive role model and advocate for the school and the subject.

**Our School Vision**

Our vision is to create a family ethos that raises aspirations and makes a real difference to the life chances of our young people

**Our mission**

All stakeholders, together, will create an environment of respect and inclusion where all young people are valued, supported, inspired and future ready.

**Key Purposes:**

To ensure that there is a relentless focus and active promotion of all aspects of "safeguarding" including Child Protection, Child Welfare and Health and Safety.

To work with the leadership team to create, maintain and develop the conditions which enable teachers and relevant support staff to ensure effective learning for students within the Department so that all students make expected or better progress over time.

To lead aspects of the delivery of the Personal Development Curriculum as required, and to ensure the promotion of students’ physical and emotional wellbeing throughout the school day.

To be a tutor and play an active role in the contribution to their House ethos.

To embrace the schools’ unique ‘all through’ school environment and work with the Primary subject leader to ensure curriculum provision from year R to year 11 is clear, progressive and understood by all.

To consistently model Mayfield’s expected standards of Teaching and Learning or better, in all areas of their own practice.

**Accountabilities:**

1. **Leading and Managing Policy.**
2. Shapes and articulates a vision with clarity, inspiring others to generate commitment to common goals and values for the Curriculum area.
3. Work with the designated senior leader and Assistant Subject Leader, to review, develop and consult on all school aims, policies and objectives
4. Contribute to School and Departmental self-review, evaluation and development and planning in line with school procedures and drive improvement in line with the school’s strategic objectives.
5. Monitor and maintain an effective policy towards student behaviour, attitude and progress within the Department.
6. Ensure that the Department has an effective policy with regard to Teaching and Learning and Assessment.
7. Ensure that the Department has an effective policy with regard to Curriculum which is shared and well understood by all.
8. Represent or ensure representation of the Department on relevant committees or working parties within and beyond the school.
9. Ensure the Behaviour Policy is enacted consistently and fairly across the subject area.

**2. Leading and Managing Achievement.**

1. Analyse the performance of students in detail on a termly basis and implement appropriate actions to tackle identified areas of underachievement within the Curriculum Area.
2. Monitor and ensure the continued development and implementation of systems for target setting, tracking student progress and teacher/department interventions to tackle identified underachievement.
3. Monitor the quality of assessment on a regular basis, ensuring compliance with School and Curriculum policy and implementing appropriate actions to ensure the continued drive towards the highest standards of Assessment as an entitlement for every student.
4. Continually evaluate the effectiveness of departmental Curriculum provision to ensure that it is meeting the needs of all groups of learners.
5. Ensure the subject provides a range of stimulating and engaging extra-curricular opportunities, including Inter-House Competitions, to foster high levels of enthusiasm and enjoyment of continued learning in the subject area.
6. Work with the primary subject leader, Primary Partner Schools and post-16 providers to ensure students’ achievement is maximised at Mayfield and beyond.

**3. Leading and Managing Teaching and Learning.**

1. Monitor the quality of Teaching and Learning to ensure that teachers are planning and delivering lessons and curriculum experiences which meet the needs of all students.
2. Keep up-to-date with developments in their subjects, discussing new material, methods and approaches with colleagues by leading subject specific professional development.
3. Co-operate with all concerned to promote the welfare of the students.
4. Develop resourced Schemes of Learning and monitor the impact and effectiveness of them.
5. Make and monitor judgements about student attainment, progress and personal development. Ensure consistency of judgements through meetings, moderation and standardisation.
6. Ensure the provision of a range of extra-curricular activities to promote student engagement and motivation and to foster their curiosity and enthusiasm for learning about the subject.
7. Build community relationships, working with other interested parties, based on a mutual and collective responsibility to create a high quality learning environment for all.
8. Ensure the effective deployment of Support Staff to maximise the impact of their interventions with students within the Subject area.
9. Ensure the effective administration and record keeping within the department.
10. Ensure the Curriculum Offer is published on the website and kept up to date.
11. Establish Student Ambassadors for the subject area and use their feedback to further develop teaching and learning in the subject.
12. Maintain regular communication with parents as appropriate for individual or group matters.

**4. Leading and Managing People.**

1. Lead the team effectively through all changes, maintaining a balance between Strategic and Operational activities.
2. Work with the designated senior leader to lead and manage staff to achieve sustainable improvement by:

• Implementing Appraisal for teachers within their team.

• Creating the conditions for the team to hold themselves accountable to review their own individual practice through credible and challenging feedback, supportive performance management, meetings and peer collaboration and observation.

• Monitor the performance of Support Staff working within their Department.

• Encourage and support teachers to improve their practice in line with School Improvement Plan objectives.

1. Be accountable for staff performance, implementing strategies to support development and maintain high standards.
2. Provide a programme of induction and support for Early Career Teachers in liaison with the Assistant Headteacher: Teaching and Learning.
3. Be responsible for student teachers within the department, providing a programme of support in liaison with the Assistant Headteacher: Teaching and Learning.
4. Play a full role in the recruitment and retention of staff in the department.
5. Play a full role in ensuring meetings with their Line Manager are productive, developmental and effective in raising standards.
6. Reporting to the Senior Leadership on all aspects of the Department as required.

**5. Leading and Managing Resources.**

1. Ensure a stimulating working environment for effective learning across the whole Department, ensuring the regular update of classroom and corridor display.
2. To ensure and be accountable for the efficient management of the departmental resources.
3. Ensure that all staff working with the Department are informed of any specific Health and Safety matters pertinent to the subject and that appropriate Risk Assessments are carried out.

**6. Additional Duties.**

1. To participate fully in the delivery of the Personal Development Curriculum, leading events as required.
2. To take responsibility for your own wellbeing.
3. To undertake breaktime duty supervision at the direction of the Headteacher and head of seniors taking Duty Leader responsibilities as required.
4. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

**Other duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the School reserves the right to update your job profile to reflect changes in, or to, your post.

**Data Protection**

You will be responsible for ensuring that workplace responsibilities within the School are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

**Health & Safety**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the School’s Health and Safety policies.

**Equality and Inclusion**

The School believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation. The School has a number of policies to support this commitment that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

**Sustainability and Environment**

Mayfield School is committed to sustainable development and environmental initiatives.  It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues.  Staff are required to support these aims.

**Right to Work**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK.

**Safer Recruitment:**

Mayfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

In line with ‘Keeping Children Safe in Education’, the school will carry out an online search as part of our due diligence on shortlisted candidates. This may help to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

New members of staff will be required to apply for Disclosure Service certification as part of the School’s staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs). Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Completed application forms should be **returned no later than 12pm, Friday 22nd July 2023**

to [hollis@mayfield.portsmouth.sch.uk](mailto:hollis@mayfield.portsmouth.sch.uk) or by post to Mayfield School, Mayfield Road, Portsmouth, PO2 0RH**. *We will be reviewing applications as they come in and reserve the right to close this process early.***

References will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are advised of this.

Safer Recruitment Mayfield School and Portsmouth Local Authority are committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required.

Data Protection Act 1998 You should be aware that the information you have provided will be stored on Portsmouth City Councils secure recruitment database and will only be used to process your application. It will not be passed to any other organisation