**Job Description for Subject Leader of Food and Nutrition**

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| **Post Title:** | **Subject Leader of Food and Nutrition** |
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| **Post Grade:** | **TLR 2A (£2,873)** |
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| **Non-Contact Allocation:** | **2 extra non-contacts per timetable cycle** |
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| **Job purpose:** | To lead and manage the Subject to ensure outstanding teaching and achievement by being responsible for the day-to-day management of staff within the Subject and acting as a positive role model. |
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| **Skills and competencies** | * Inspirational leader who can create a cohesive, positive and dynamic team * Role model in terms of pedagogy/methodology promoting outstanding teaching * Energy for setting and meeting challenging targets, for students and the school * Able to use comparative national data and benchmark performance * Up to date knowledge on subject and curriculum development * Commitment to own and other’s’ development * Proven track record in raising achievement |
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| **Personal qualities** | * Passionate about education and promoting the school ethos * Positive and enthusiastic * Team leader and team worker * Flexibility * Resilience and determination to succeed * Sets high expectations for themselves and others |
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| **Reporting to:** | Designated Head of Faculty |
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| **Responsible for:** | Subject teachers |
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| **Liaising with:** | Headteacher & The Leadership Team, other Heads of Faculty, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents and governors. |
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| **Working Time:** | 195 days per year. Full time |
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| **Disclosure level** | Enhanced |
| **Teaching and Learning** | * To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and School Evaluation. * To lead curriculum development for the Subject by working with Subject teachers and Head of Faculty. * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels to ensure that the development of the Subject is in line with national developments. * To lead the development and delivery of consistent outstanding teaching in the Subject Department. * To lead the development of and quality assure the teaching and learning in Subject courses at Lower School, Upper School and Sixth Form. * To liaise with other agencies, organisations and schools regarding subject specific matters. * Within school policies, to be responsible for the management of student behaviour in the Subject’s lessons. * To lead and manage the provision of educational enhancement activities (e.g. booster classes, revision classes, extra-curricular activities, trips and visits). |
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| **Assessment and Outcomes** | * To work with the Head of Faculty to establish the process of the setting of targets within the Subject and to work towards their achievement. * To further develop, monitor and lead assessment processes for Subject specifications at Lower School, Upper School and Sixth Form * To analyse students’ achievement in Subject in-line with school reporting procedures and to provide these outcomes to the Head of Faculty. * To provide opportunities to support students’ academic progress in Subject. * To be responsible for quality assuring marking, assessment and reporting within the Subject, across all Year groups. * To produce reports on examination performance in Subject, as required by the Head of Faculty, including the use of value-added data. |
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| **Leadership and Management** | * To ensure that all members of the Subject are familiar with its aims and objectives. * To promote teamwork and to motivate staff to ensure positive and effective working relations. * To ensure effective communication/consultation as appropriate with the parents of students. * To take responsibility for own continuing professional development. * To support and guide all teachers of Subject by ensuring that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To implement the school’s Appraisal Policy with designated Subject staff. * To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. * To manage and deploy the budget, accommodation, resources and equipment as designated by the Head of Faculty. * To work with the Head of Faculty to ensure that the Subject's teaching commitments are effectively and efficiently timetabled and roomed. * To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Subject by liaising with the Cover Supervisor/relevant staff. * To participate in the recruitment process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. * To contribute to Faculty meetings and organise Subject meetings as required by the school’s calendar. |
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| **Quality Assurance:** | * To contribute to the Faculty Self Evaluation Form as required by the Head of Faculty. Including: lesson observations, work monitoring and stakeholder surveys. * To contribute to the Faculty Improvement Plan as required by the Head of Faculty. * To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. Lower School, Upper School and Sixth Form * To produce reports on Subject as required by the Head of Faculty within the Self-evaluation cycle. |
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| **Pastoral System:** | As a tutor:   * To carry out the duties associated with the role of a tutor as outlined in the generic Hayesfield teacher job description. |
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| **Teaching:** | As a teacher:   * To carry out the duties associated with the role of a teacher as outlined in the generic Hayesfield teacher job description. |
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| **Specific Additional Duties to the role:** | * Develop a pathway through to Sixth Form within the subject * Work with Heads of House to organise an annual Bake Off competition * Contribute to Enrichment Week and offer subject related activities * Contribute to the planning and development of Ignite Days * Participate in and lead Departmental INSET/CPD * Ensure Disadvantaged students have full access to the subject and develop a system of having ingredients and resources available for those unable to provide their own through circumstances beyond their control * Develop external links with agencies to provide further opportunities for work experience * Work with the faculty lead and subject leads to develop the Lower School curriculum offer |
| **Whole School** | * To take a collaborative role in the development and delivery of whole-school initiatives and developments. * To ensure the Subject team contributes to the school’s extra-curricular provision by providing:   + A LEAP programme of activities   + Holiday revision sessions for students as appropriate   + After-school revision sessions for students as appropriate * To ensure the school has a high profile with its Subject provision by ensuring all events are published on the school website, the school bulletin and Social Media as well as local print media. * To be aware of and work within all school policies, particularly those on Safeguarding, Race Equality and Cultural Diversity and on Health and Safety. * To contribute to the ethos of positive achievement of learning, high expectations of behaviour and respect for the environment. * To carry out such other duties as are required and as are commensurate with the grade of the post.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |

Date: …………………………………………………………..

Postholder: ………………………………………………………..