



## REDBORNE UPPER SCHOOL AND COMMUNITY COLLEGE

### JOB DESCRIPTION

**JOB TITLE:** Subject Leader for Food, Hospitality and Catering

**RESPONSIBLE TO:** Headteacher

#### **SUBJECT LEADER - Main Duties and Responsibilities**

##### **LINE MANAGER: Head of Faculty**

1. To formulate departmental aims within the framework both of the aims of the faculty and the aims and curriculum policy of the school.
2. To produce an annual Development Plan in the Spring Term, following audit.
3. To provide detailed plans and priorities for the department for the following academic year.
4. To develop regularly up-dated syllabuses and schemes of work, appropriate to the needs of students, which seek to fulfil the aims of the department, the faculty and the school.
5. To encourage within the department a variety of good teaching methods.
6. To ensure the maintenance of good standards of scholarship and learning.
7. To keep abreast of developments in the subject and ensure that staff in the department are similarly informed.
8. To produce a programme of study skills suitable for the subject and in line with whole school approaches.
9. To produce a policy on homework in line with school policies: ensuring that homework is properly set and completed.
10. To develop a departmental policy on marking and assessment in line with whole school policies.
11. To seek to provide appropriate teaching and learning conditions for those students having special needs.
12. To promote educational visits and extra-curricular activities associated with the subject.
13. To acquire up-to-date information of Further and Higher Education and Careers associated with the subject.
14. To liaise with staff in Middle Schools who teach the subject.
15. To liaise with Adult Education and the Youth service where this would be appropriate.
16. To liaise with the timetablers and the Head of Faculty in the allocation of staff to classes and room allocations.
17. To liaise with the Subject Adviser and colleagues in other schools.
18. To supervise the work of teaching and non-teaching staff within the subject area.

19. To convene and chair regular departmental meetings and ensure the minutes of these meetings are given to Head of Faculty.
20. To seek to create positive attitudes and a sense of team work.
21. To advise the Head of Faculty and Senior staff on the staffing needs of the department.
22. To ensure that the Head of Faculty and Senior staff are aware of issues within the department.
23. To participate in the appointment and induction of new staff.
24. To identify INSET needs and ensuring that these are known by the Head of Faculty and Senior Staff.
25. To set appropriate work in the absence of colleagues in the department.
26. To discuss with other colleagues, prepare and publish student groups in line with school policy.
27. To effect changes when necessary and publicise.
28. To be responsible for the discipline of students when taught within the subject area.
29. To achieve common standards of behaviour and discipline in line with school policies.
30. To be responsible for the organisation and good order of subject rooms and the care of furniture and fittings.
31. To cultivate an attractive working environment.
32. To maintain accurate stock records.
33. To produce annual estimates of resource needs (stationery, books, materials, equipment etc.)
34. To order within the limits of the resources provided.
35. To ensure the care of stock (e.g. ensuring textbooks are properly labelled, numbered and kept in good condition).
36. To advise on the purchase of books by the Library.
37. To keep accurate records of student performance within the department.
38. To ensure student reports and profiling are properly and informatively completed and that deadlines are kept.
39. To be responsible for internal and external examinations concerning the subject, ensuring that papers are set according to schedule and that marking schemes are coordinated, deciding and checking entries according to school policy, arranging for the use of specialist rooms in some cases and analysing and evaluating results.
40. To regularly monitor the work of the department.
41. To carry out an annual evaluation of the work of the department as part of the School Audit in the Autumn term.
42. To contribute to school occasions and publications as required.

### **SUBJECT TEACHER - Main Duties and Responsibilities**

#### **LINE MANAGER – Head of Faculty**

- To plan and prepare courses and lessons.
- To teach, according to their educational needs, those students assigned to the teacher.
- To set and mark homework.

- To assess, record and report (including oral and written assessments, reports and references) on the development, progress and attainment of students, in each case having regard to the curriculum of the school.
- To communicate and consult with the parents/guardians of students.
- To communicate and cooperate with persons or bodies outside the school.
- To participate in meetings arranged for any of the purposes described above.
- To review from time to time teaching methods and programmes of work.
- To participate in arrangements for further training and professional development.
- To advise and cooperate with other colleagues (individually or in groups) on the preparation and development of schemes of work and materials for teaching and/or assessment.
- To ensure good behaviour amongst students and safeguard their health and safety both when they are authorised to be on school premises and when engaged in authorised school activities elsewhere.
- To participate in meetings at the school relating to the curriculum or the administration or organisation of the school.
- In emergencies and exceptional circumstances cover for colleagues absent through illness or through participating in staff development activities or educational visits.
- To participate in arrangements for preparing students for public examination; recording and reporting relevant assessments; participating in arrangements for student presentations and supervision during internal and external examinations.
- To assist, where appropriate, in the induction of students and newly qualified teachers.
- To participate, as required, in the review, development and management of activities relating to the functions of the school.
- To register the attendance of students in class.
- To supervise students as a member of one of the duty teams identified each term.

#### **FORM TUTOR - Main Duties and Responsibilities**

##### **LINE MANAGER - Head of Year**

- Get to know the students in your tutor group and foster positive working relationships in order to help guide them to success.
- Assist the year team with the pastoral care of the students in your group.
- Promote positive attitudes to school and the wider community through effective delivery of a tutorial programme.
- Support and encourage the learning of all students in your group.
- Take the register once a day during afternoon registration.

- Assist the year team in promoting good attendance and punctuality and check uniform compliance regularly, taking action in line with the uniform protocol
- Attend tutor meetings when required.
- Attend parents evenings when required.
- Contribute a pastoral comment to the reports of your students.
- Liaise with parents /carers and be the first port of call for parental enquiries.
- Facilitate and assist students in achieving the Redborne Award.
- Contribute to the cleanliness of the school by carrying out a litter pick with your group as the rota demands.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. The post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.