

Woodchurch High School

A Church of England Academy

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| Post Title: | Subject Leader  |
| Purpose: | * To be accountable for pupil progress and development in the subject area across KS3 and KS4 including meeting pupils’ achievement targets which are agreed by the Headteacher and Governing Body.
* To ensure high standards of teaching and learning across the subject area through continuously developing and enhancing the quality of teaching and learning.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in the subject area, in accordance with the academy aims and policies, as determined by the Headteacher and Governing Body.
* To ensure that all academy policies and procedures are implemented and applied consistently by all staff in the subject area.
* To effectively manage and deploy teaching/support staff, financial and physical resources across the subject area.
* Contribute to the safeguarding and promotion of welfare and personal care of children and young people with regard to the Child Protection Policy and Social, Emotional Aspects of Learning.
* To present as a positive role model to other faculty members.
* To promote the Christian Ethos.
* To promote the SEND and PP programmes.
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| Reporting to: | Curriculum Leader and Assistant Headteacher |
| Disclosure Level: | Enhanced DBS |
| Christian Ethos: | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| Operational/Strategic Planning |
| * To formulate, in conjunction with the faculty team, an annual subject development plan, which supports the academy development plan and is based on the rigorous review of subject performance data.
* To lead on the development of appropriate specifications, resources, schemes of work, marking and assessment policies and teaching and learning strategies, that are innovative, will motivate students to learn and raise achievement across the subject area.
* To contribute to the formulation of and subsequently the monitoring evaluation and review of the faculty development plan.
* To ensure personalised learning plans are agreed with pupils at start of each academic year.
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| Curriculum provision and development |
| * To ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum that has high expectations of achievement for all students.
* To lead development of the subject and its delivery, reviewing it regularly in the light of academy and national policies, as well as the impact on achievement.
* To be responsible for the selection of appropriate examination specifications, ensuring coverage and providing the examination officer with accurate and appropriate information when requested.
* To be responsible for the development of key skills, WRL (Work Related Learning) and Enterprise through the subject area in line with academy policies.
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| Staffing |
| * To build an effective team of motivated teaching and support staff who share the academy vision of high achievement for all students.
* To induct, guide and support all staff in the subject areas, ensuring training needs are met, in liaison with the Curriculum Leader and Assistant Headteacher with responsibility for CPD.
* To be responsible for the appraisal of staff in the subject area, in line with the academy appraisal policy.
* To monitor the efficient and effective deployment of the faculty’s technicians/support staff and contribute to their appraisal process.
* To liaise with the Headteacher on all matters concerning recruitment and retention of staff, including participation in any interview process to ensure recruitment of high quality personnel.
* To be responsible for the day to day management of all teaching staff in the subject area and to act as a positive role model.
* To make appropriate arrangement for classes when staff are absent.
* To participate in the academy ITE and NQT training and induction programmes.
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| Quality Assurance: |
| * To ensure that challenging targets for achievement are set, communicated to staff and students and that all staff work positively towards their achievement.
* To work with the subject team to monitor and evaluate the work of the subject area, in line with agreed academy procedures, including evaluation against quality standards and performance criteria.
* To be accountable for ensuring effective systems of self-evaluation and review are carried out in line with school policy and that information collected through the process is used to make changes that will impact positively on student achievement.
* To ensure quality control of reports written by subject staff within your team.
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| Management of Information: |
| * To ensure that input and maintenance of accurate student data and information is carried out as requested and in line with the academy assessment policy.
* To make use of analysis and evaluate performance data provided in comparison with academy, local and national performance.
* To identify and take appropriate action on issues arising from evaluation of data, setting deadlines where necessary and reviewing progress on the action taken.
* To provide reports on student progress and attainment within the quality assurance cycle for the subject area, including for governors when requested.
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| Communications: |
| * To ensure all members of staff are familiar with the aims, objectives and policies of the academy and the subject area.
* Ensure effective communication/consultation as appropriate with the parents/carers of students.
* To attend meetings as appropriate.
* To communicate with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external agencies as appropriate.
* To organise regular subject area meetings and to ensure that the interests of the subject area are represented at faculty meetings.
* To arrange details for internal and external examinations.
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| Marketing and Liaison: |
| * To contribute to the academy liaison and marketing activities.
* To lead development of effective subject links with primary and the community, attending where necessary events in primary schools.
* To effectively promote the subject at open days/evenings and other events.
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| Management of Resources: |
| * To manage the available resources of space, staff delegated budget and equipment effectively within the policies and procedures laid down by the academy.
* To work with the academy leadership group to ensure that the subject area’s teaching commitments are effectively and efficiently time-tabled and roomed.
* To ensure the academy health and safety policies and practices, including risk assessments throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the Facilities Manager with responsibility for health and safety.
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| Pastoral System: |
| * To be a form tutor to an assigned group of students and carry out the duties associated with this role. Including contribution to SMCS, PSHCEE, WRL and Enterprise programmes of study.
* To promote the general well being of the individual and of the tutor group as a whole.
* To liaise with the Curriculum Leader to ensure that the Academy pastoral system is implemented effectively.
* To participate in assemblies.
* To participate in after hours activities with students.
* To communicate as appropriate with the parents of students and with external agencies concerned with the welfare of the individual students.
* To contribute to and implement the Academy policy on rewards and support taking responsibility for student behaviour.
* To monitor student attendance and punctuality together with students’ progress and performance in relation to targets set for each individual, ensuring follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To ensure the Behaviour Management system is implemented consistently in the subject area, so that effective learning can take place.
* To liaise with the pastoral support team where a student is causing concern, attending planning meetings where appropriate.
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| Teaching |
| * To plan and prepare courses and lessons in line with Academy policy.
* To contribute to the whole Academy’s planning activities.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for students, that meets internal/external quality standards.
* To prepare and update subject materials.
* To ensure effective and efficient deployment of classroom support.
* To use a variety of delivery methods, which will stimulate learning, appropriate to student needs and demands of the syllabus.
* To maintain discipline in accordance with the Academy’s procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required.
* To lead in the development of appropriate syllabuses, resources, schemes of work, Assessment for Learning, Learning to Learn and Behaviour for Learning policies and implementation of strategies for raising achievement in the subject area.
* To teach students according to their educational needs, including the setting and marking of work carried out by the student in the Academy/elsewhere.
* To ensure that SMCS, ICT, Literacy, Numeracy, PSHCEE, WRL and Enterprise are reflected in the teaching/learning experience of students.
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| Other Specific Duties: |
| * To address the appraisal targets set by the line manager each Autumn Term.
* To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To actively promote the Academy’s policies.
* To comply with the Academy’s Health and Safety policy and undertake risk assessments as appropriate.
* To actively promote and adhere to the Academy’s safeguarding policies.
* To show a record of excellent attendance and punctuality.
* To adhere to the Academy’s Dress Code.
* To undertake any other duty as specified by the School Teachers’ Pay and Conditions Body (STPCB) not mentioned above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |

 April 22