



Philosophy, Religion & Ethics Subject Leader Job Description

Post Title	PRE Subject Leader: TLR 1b inner London
Equality statement	We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.
Overview of the Post	<ul style="list-style-type: none"> • To be accountable for student progress and development within the subject area. • To effectively line manage and deploy all teaching and support staff within the subject area. • To take overall responsibility for leading the organisation and administration of the subject area. • To raise standards of student progress, attainment and achievement within the subject area. • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all girls studying the subject. • To develop, enhance and monitor the pedagogy of teachers within the subject area.
Reporting to:	A member of the Leadership Team (AHT or DHT)
Responsible for:	Subject staff and support staff within the subject area.
Strategic/Operational Planning	<ul style="list-style-type: none"> • To lead on the day-to-day management, organisation and administration of the subject area, including effective deployment of staff and physical resources. • To monitor the implementation of school policies and procedures. • To ensure that the work in the subject area promotes a positive ethos and encourages social and moral responsibility through the school mission statement and school aim. • To be responsible for continuously improving the quality of education within the subject area so that it is relevant to the needs of the students and to the aims, objectives and strategic plans of the school. • To play a major role as a middle leader in the development of all aspects of the school. • To address any changes that may affect the subject area and be responsible for reviewing and overseeing the production of a departmental improvement plan which reflects the school improvement plan priorities.
Subject Provision & Development	<ul style="list-style-type: none"> • To lead/oversee subject development for the subject area, including the development of appropriate curriculum planning, syllabuses, resources, schemes of learning, teaching, learning, assessment (both formative and summative) and marking/moderation/standardisation policies. • To ensure that the subject area's syllabus and schemes of learning support the school's implementation of all current statutory requirements to ensure inclusion and access to the subject e.g. SEND, equal opportunities, child protection, disability discrimination, etc. • To monitor and respond actively to national, regional and local

	<p>developments and initiatives in the subject area, including subject curriculum content, teaching practice and methodology.</p> <ul style="list-style-type: none"> • To liaise with the LT line manager and the examinations officer to maintain accreditation with the relevant examination and validating bodies. • To lead/oversee the development of cross-curricular elements in the subject syllabus and schemes of work, e.g. SMSCD/Literacy. • To oversee the application of ICT within the subject area as necessary.
Staffing	<ul style="list-style-type: none"> • To lead and inspire staff in the Subject area through personal example and hard work. • To promote teamwork and motivate staff to ensure effective working relations. • To be responsible for the day-to-day management and deployment of staff, including support staff, within the Subject area, bearing in mind work/life balance. • To oversee arrangements for classes when staff are absent, ensuring proper cover is organised and that the cover teacher is aware of work to be done. • To be a team leader in the appraisal process and maintain a portfolio of evidence to support this process. • To ensure that ITTs & ECTs in the subject area are appropriately monitored and supported. • To participate in the interview process for teaching posts, as required for the subject area.

Monitoring of Teaching & Learning	<ul style="list-style-type: none"> • To oversee the academic progress of students in the subject area by regularly monitoring their academic progress and using student data and target setting to ensure that each student is achieving their potential and use data. • To establish common standards of practice within the subject area and actively monitor teaching and learning in accordance with school policies. • To be responsible for continuously improving the quality of Teaching and Learning delivered by the Subject area. • To regularly monitor the quantity and quality of homework in the subject area. • To undertake targeted book sampling in line with the school self- review model. • To establish lesson observations as a tool for continuous improvement within the subject area. • To monitor and evaluate the subject area in line with agreed school procedures and systems. • To seek/implement modification and improvement where required. • To co-ordinate, monitor and develop the provision for EAL, SEND and Most Able students within the subject area.
Management Information	<ul style="list-style-type: none"> • To oversee the implementation of school assessment policies within the subject area. • To monitor and check the quality of reports within the subject area. • To work effectively with the exams officer to oversee the organisation of school and external examinations, the accuracy of GCSE entries and exam data. • To produce regular reports on student progress and performance for the Governing Board. • To analyse and interpret relevant national, local and school data, plus research and inspection evidence to inform policies, practices, expectations and teaching methods.

Communications	<ul style="list-style-type: none"> • To co-ordinate and oversee the work of staff within the subject area and ensure that communications are clear. • To ensure that the subject area has clear aims and objectives and all members of subject staff are familiar with these. • To hold regular subject area meetings with published agendas and minutes. • To oversee & coordinate the production and maintenance of departmental handbook and implement, monitor and evaluate policies and documentation. • To ensure effective communication/consultation as appropriate with the parents of students. • To liaise with partner schools, higher education, Examination boards, Awarding bodies and other relevant external bodies. • To represent the Subject area's views and interests.
Marketing & Liaison	<ul style="list-style-type: none"> • To manage the provision of information to parents/carers. • To oversee/organise staff attendance at Parents and Subject evenings as agreed within the 1265 hours' provision. • To contribute to the school liaison and marketing activities. • To actively promote the development of effective subject links with external agencies, partner schools and the community.
Management of Resources	<ul style="list-style-type: none"> • To manage the available resources of staff, space, money and equipment on the Subject area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping school and Subject area inventory updated. • To work with the LT member responsible for the timetable to ensure that the teaching commitments of the Subject area are effectively and efficiently timetabled and roomed. • To effectively deploy any support staff in the Subject area to make maximum impact on Teaching and Learning. • To be responsible for oversight of classroom and corridor displays in the Subject area, ensuring they are attractive, relevant and regularly updated.
Pastoral Systems	<ul style="list-style-type: none"> • To monitor student attendance and students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To contribute to CPSHE, citizenship and SMSCD according to school policy. • To ensure that the Behaviour Management policy is implemented in the subject area so that effective learning can take place.
Teaching	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a teacher as stated in the latest school Teachers' Pay and Conditions Document and the main scale teacher job description.
Additional Duties	<ul style="list-style-type: none"> • To carry out duties and responsibilities necessary for the smooth running of the school as required by the Head Teacher.