



Subject Leader Job Description

XP Leadership

Responsible to: The Principal

XP Leadership responsibilities and key tasks:

- To share in the leadership and the corporate responsibility of the school
- To assist the Principal, Exec Team and Directors in ensuring high quality education for all students, continuous school improvement and ongoing staff development
- To take full responsibility for leading and managing significant aspects of the school as directed by the Principal, Exec Team and Directors
- Undertake the normal responsibilities of the class teacher
- Be a member of XP Subject Lead Team
- Assist the Principal in leading and managing the school
- Undertake such duties as are delegated by the Principal
- Play a major role under the overall direction of the Principal in formulating and reviewing the School Development Plan and the aims and objective of the school by:
 - Establish the policies through which they shall be achieved
 - Leading and managing staff and resources to that end
 - Monitoring progress towards their achievement

The internal organisation, management and control of the school, to contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- Contribute to planning improvement which will translate school aims and policies into actions
- Implementing the Trust's policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

Curriculum development, to contribute to:

- The development, organisation and implementation of the school's Expeditionary Learning curriculum, teaching and learning, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different teaching teams from co-ordinated, coherent curriculum entitlement for individuals
- Ensuring that information on student progress is used to improve teaching and learning, to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers and to aid Directors in their management of the school
- Ensuring that the individual student's continuity of learning and effective progression of achievement are provided

Pupil care, to contribute to:

- Development, organisation and implementation of the school's policy for the personal and social effective induction of students

XP IS A MULTI-ACADEMY TRUST



- Determination of appropriate student groupings
- Promotion among students of standard and conduct/discipline and proper regard for authority and the encouragement of good behaviour
- Development of culture of independent and project based learning
- Handling of individual student disciplinary cases

The management of staff, to:

- Be responsible for the line management and performance management of specific staff, where appropriate
- Participate in the recruitment and development of teaching and non-teaching staff of the school
- Contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- Participate in arrangements for the appraisal of the performance of teachers
- Provision of professional advice and support and the identification of training needs

Relationships, to:

- Be responsible for fostering positive relationships across the school community
- Advise and assist the Directors as required in the exercising of its functions including attending meetings and making reports
- Help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing
- Assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments
- Develop and maintain positive links and relationships with the community, local organisations and employers

Strategic direction and development of the school, to:

- Help to formulate the aims and objective of the school and its policies
- Help embed the vision, values, ethos and ambitions of the school
- Keep up to date with and share knowledge of current issues in education
- Contribute to effective school self evaluation and improvement planning
- Work the leadership team to present an accurate and coherent account of the school's performance
- Lead priority areas of the school development plan
- Support the Principal to effectively manage the deployment and performance of all staff, teams and students
- Coordinate and manage the continuing professional development of all staff
- Work with the Principal on the organisation and day to day running of the school and on the efficient management of school resources, including the engagement of supply staff
- Attend main directors' and sub-committee meetings

Teaching and learning, to:

- Provide a consistently outstanding role model and play a major role in the development of high quality teaching and learning throughout the school
- Have a teaching commitment for groups, including cover for staff absence. (It is understood that the 'rarely cover' requirement is excluded from this particular post)

XP IS A MULTI-ACADEMY TRUST



- Work with the Principal to ensure the ongoing monitoring and regular evaluation of the quality of teaching and learning and the development of a broad and rich curriculum based on the development of high quality Project-based Learning
- To ensure creativity in the curriculum and promote curriculum enrichment, diversity and activism
- Promote the effective management of student behaviour and safeguard the welfare of children and young persons

Curriculum leadership, to:

- Have an overview of the curriculum ensuring continuity and progression
- Lead on the provision for creativity, enquiry and problem solving in the XP's curriculum, whilst ensuring key learning skills and knowledge are planned
- Monitor and evaluate planning, quality of teaching and learning and student progress
- Coordinate the provision for Gifted and Talented, SEN, EAL and more able students
- Lead pastoral support for students ensuring wellbeing and safety

Assessment, recording and reporting, to:

- Lead on recording, analysing and reporting of assessment data
- Guide and advise the leadership team when setting statutory targets and integral targets for attainment
- Be responsible for the school's student progress tracking systems, keeping it up to date and advising the Principal and other staff on students requiring intervention strategies
- Lead student progress meetings and oversee intervention programmes
- Ensure that parents and students are well informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement.

Other duties, to:

- Implement policies and procedures to promote high standards of behaviour and positive attitudes for all children
- Be a crew leader
- Share in the leading of collective worship
- Develop and maintain positive and effective relationships with parents and carers, Directors and other community partners
- Act as NQT induction tutor and coordinate student placements
- Carry out other duties commensurate with the post