

Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Post No.		
Date drafted	May 2015	
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**ALEC REED
ACADEMY**
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Subject Leader
Location/work base	Curriculum subject area
Grade	TLR2b
Reporting to:	The Governing Body through the Principal
Line Manager	Curriculum Leader
Posts directly supervised:	Designated staff in the subject team
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

Purpose:

- To be responsible to your Curriculum Leader for ensuring the effective co-ordination of all aspects of your subject
- To effectively lead the learning and teaching of your subject
- To contribute to the monitoring of standards of performance of learning and teaching
- To ensure provision of a high-quality subject Scheme of Learning for students in the Secondary Phase with the aims of the Academy and the curricular policies determined by the Principal and Governing Body
- To drive for continuous improvement of subject results
- To develop and enhance the teaching practice of others
- To plan for, develop and lead the effective use of subject resources within the Curriculum area
- To be responsible for a Key Stage
- To contribute to ensuring that the Academy is a disciplined, well-ordered place for purposeful learning

Targets:

To be agreed upon appointment and updated as part of annual cycle of Appraisal and review.

Key Areas of Responsibility:

1. Curriculum

1.1 The Subject Leader is responsible for producing schemes of learning and assessment which complies with:

- i) National requirements.
- ii) The published aims and objectives of Alec Reed Academy having particular regard to its obligations as an Academy.
- iii) The Academy's overall policies or methodologies and assessment systems as defined by the Principal and Chief Executive.

1.2 The Subject Leader is responsible for securing and monitoring the implementation of schemes of learning by staff.

1.3 The Subject Leader is responsible for providing training to the Curriculum Team on all aspects of Learning and Teaching, Health and Safety, Assessment.

1.4 The Subject Leader is responsible for the management and organisation of controlled assessments, Assessing Pupil Progress assessments, internal examinations, moderation and teacher assessment.

1.5 The Subject Leader is expected to be familiar with local and national developments and to advise their Curriculum Leader and Assistant Principal as required.

1.6 The Subject Leader will prepare information for the options booklet for students moving into KS4, Year 11 and Post 16

1.7 The Subject Leader will be responsible for setting and achieving academic targets for the subject.

2. Staffing

The Subject Leader is required to:

2.1 Contribute to the Appraisal process both in terms of his/her own performance and also the performance of staff for whom they are responsible.

2.2 Negotiate targets as well as supervise and support the work of subject staff and trainee teachers on teaching practice.

2.3 Carry out and secure the carrying out by subject staff of Academy Policy and procedures as defined by the Leadership Team and the Principal.

2.4 Assist in the appointment of staff as requested in association with their Curriculum Leader and their deployment in the timetable in relation to their specialism consultation with the Leadership Team and Principal

3. Students

3.1 The Subject Leader is responsible for the good conduct of students within the subject and providing support to staff where necessary. Where required, liaison should occur with the appropriate SaFE Worker as well as their Curriculum Leader and key members of the leadership team.

3.3 The Subject Leader should monitor full reports to ensure that comments reflect the attainment of each individual student.

3.4 The Subject Leader should develop links with industry to help students obtain work experience and to give students advice on careers.

3.5 Liaise with the Examinations Officer to complete the examination entry for all students.

4. Management

The Subject Leader is expected to:

4.1 Hold regular meetings with the staff they manage and provide feedback on issues discussed with their Curriculum Leader.

4.2 Be responsible for: the condition of resources and materials; the creation of stimulating displays

4.3 Produce an annual results report and analysis of the results in each Key Stage and present this to the Principal in

the Autumn term.

4.4 Produce an annual improvement plan as part of the Academy Integrated Improvement Planning process, as well as evaluating the existing improvement plans; help to ensure that the curriculum area's allocated budget is spent in accordance with the Improvement Plan and that that value for money is sought; ensure that all subject staff are involved in the Improvement Planning process.

4.5 Produce progress reports on the current predicted outcomes for each cohort of pupils in each reporting cycle. This will include identification of key subgroups and the interventions that will be introduced to close gaps and improve results.

5. General

The Subject Leader is required to:

5.1 Encourage and support the provision of enrichment activities.

5.2 Promote the ethos of the Academy.

5.3 Undertake such duties as their respective Curriculum Leader, Leadership Team and Principal may determine as reasonably falling within the role Subject Leader.

5.4 Undertake whole Academy duties as may be reasonably determined by the Principal.

5.5 Be a form tutor.

The detail determined here refers to the particular responsibilities of a Subject Leader. In addition, each Subject Leader is required to carry out their duties of a Teacher as set out in the Conditions of Employment as adopted by the Academy and as outlined in the Teacher Job Description.