



## **JOB DESCRIPTION 2024**

<b>TITLE OF POST:</b>	<b>Subject Leader; History</b>
<b>RESPONSIBLE TO:</b>	<b>Executive Headteacher/Head of School</b>
<b>LINE MANAGER:</b>	<b>Director of Learning; Humanities</b>
<b>SALARY GRADE:</b>	<b>Upper/Main plus TLR 2a</b>

### **JOB PURPOSE:**

- In addition to the requirements of a class teacher and any other agreed responsibilities, be accountable for the subject area and to support, hold accountable, develop and lead a team of people focusing on that area, with the support and direction of the Director of Learning and Senior Leadership Team.

### **CORE REQUIREMENTS**

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students and colleagues.
- Build team commitment with colleagues and in the classroom engage and motivate students.
- Demonstrate analytical thinking to improve the quality of students' learning within your subject area.
- Contribute to school improvement planning and promote the learning priorities of the SIP.
- Use Assessment for Learning strategies to provide feedback to learners and engage them in their learning.
- Contribute to the development and implementation of school policies.
- Use the performance management process to advance student learning and enhance professional practice in line with the school's aspirations and priorities.
- Performance manage members of the departmental team setting SMART targets at annual reviews and monitoring on a regular basis.
- Promote the wider aspirations and values of the school.
- A commitment to safeguarding.

### **KEY RESPONSIBILITIES**

- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning in your subject area.
- Support the development of the faculty improvement plan and identify clear targets, timescales and success criteria for its development and/or maintenance in line with the school improvement plan.

- Monitor progress and evaluate the quality of teaching and learning by working alongside colleagues, visiting lessons, monitoring planning and analysing student work and outcomes.
- To further develop an extensive extra-curricular programme and lead by example with the delivery of lunchtime/after school provision and other enrichment opportunities.
- Plan budget and resources, linking with the faculty improvement plan, to ensure value for money.
- Ensure continuity and progression in your subject area of teaching by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school improvement plan.
- Monitor achievement and progress across your subject and to ensure that underachieving students are identified and appropriate intervention implemented.
- Ensure quality and consistency of assessments and report writing through sampling and moderation.
- Provide advice and support to other teachers including clear feedback and guidance.
- Provide coaching and training to help others become more effective in their teaching.
- Use available data to help others to evaluate the impact of their teaching on raising student's achievement.
- Meet with the Director of Learning at regular intervals to agree intervention action plans.
- Ensure that the Director of Learning, SLT and Governors are well informed about policies, plans, priorities and targets for the area and that these are properly incorporated into the school improvement plan.

#### **SAFEGUARDING RESPONSIBILITIES**

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

*The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.*

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the schools' code of conduct and leave of absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: Post holder Date:

Signed: Line manager Date:

Signed: Executive Headteacher/Head of School Date:

**PERSON SPECIFICATION**  
**SUBJECT LEADER**

	Essential	Desirable	Evidenced in
<b>Education and Qualifications</b>			
Qualified Teacher Status	✓		Application Interview Certificates
Evidence of continuous professional development	✓		Application Interview
<b>Experience</b>			
Proven ability as an excellent classroom teacher	✓		Application Interview
<b>Knowledge and Skills</b>			
Professional knowledge of what constitutes high quality and standards in teaching and learning	✓		Application Interview
Professional understanding of inclusion and strategies for engaging all learners	✓		Application Interview
Professional understanding of safeguarding within a school setting	✓		Application Interview
Ability to write reports, keep accurate records and communicate effectively	✓		Application Interview
Understanding of current national policies, curriculum development, qualifications and statutory frameworks.	✓		Application Interview
Commitment to develop the curriculum and teaching and learning within the subject area.	✓		Application Interview
To develop the strategic direction of the subject area and ensure high quality of outcomes for all students from KS3 through to KS5.	✓		Application Interview
Ability to communicate effectively, orally and in writing, with a range of audiences.	✓		Application Interview

Understanding of curriculum and assessment of student progress	✓		Application Interview
Proven leadership, administrative and organisational skills.		✓	Application Interview
Confident in the use of assessment data, tracking and target setting to raise attainment of students	✓		Application Interview
Experiencing implementing appropriate teaching and learning strategies for students.	✓		Application Interview
Understand the importance of developing student's literacy, numeracy and wider life skills.	✓		Application Interview
Has high behaviour standards, and is able to lead the department team to achieve these.	✓		Application Interview
Understand procedures and legislation relating to confidentiality	✓		Application Interview
<b>Personal Attributes</b>			
Resilience, the ability to work under pressure and be able to meet deadlines	✓		Application Interview
Proven ability to prioritise workloads	✓		Application Interview
Ability to work effectively and supportively within a team	✓		Application Interview
Excellent communication and organisational skills (including written and oral skills)	✓		Application Interview
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application Interview
Ability to work creatively and collaboratively	✓		Application Interview
Demonstrably professional, honest and loyal	✓		Application Interview

Ability to make and justify difficult decisions	✓		Application Interview
Committed to equality	✓		Application Interview
Able to build and maintain successful and purposeful relationships	✓		Application Interview
Passionate about teaching and learning	✓		Application Interview
Open-minded, self-evaluative and adaptable to changing circumstances and new ideas	✓		Application Interview
Willingness to be involved in the wider life of the school	✓		Application Interview
Bring personal interests and enthusiasms to the school community	✓		Application Interview
Commitment to the school values	✓		Application Interview

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