

THE ST LEONARDS ACADEMY
SUBJECT LEADER

JOB DESCRIPTION

JOB TITLE	Subject Leader
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The St Leonards Academy
RESPONSIBLE TO	Head of Faculty
MAIN PURPOSE OF THE JOB	<p>To work alongside the Head of Faculty developing and leading an exciting curriculum which enables the highest level of student progress and attainment and is an example of best practice for others.</p> <p>To operationally lead the department on a day to day basis.</p> <p>Supporting the Principal in recruiting, inducting and developing the team to ensure consistently high standards of teaching.</p> <p>To model what it takes to be an outstanding teacher and subject leader and thus act as an example to all middle leaders.</p>
CORE REQUIREMENTS	
•	Inspire trust and confidence in students and colleagues.
•	Build team commitment with colleagues and in the classroom, engage and motivate students.
•	Demonstrate analytical thinking, improve the quality of students' learning, contribute to the Academy improvement/development planning and promote the learning priorities of the Academy Development Plan.
•	Contribute to the development and/or implementation of Academy policies.
•	Use the performance management process to advance student learning and enhance professional practice in line with the Academy's aspirations and priorities.
•	Have lead responsibility for a subject or aspect of the Academy's work and develop plans which identify clear targets and success criteria for its development and/or maintenance.

•	Promote the wider aspirations and values of the Academy.
	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Lead and manage a professional community of subject teachers to ensure the highest student attainment and progress. • To put in place the systems and structures at a department level that lead to good and outstanding teaching within the faculty (with a focus on outstanding). • Monitoring and accountability for the progress and attainment of students in the faculty • To establish procedures for inducting and mentoring NQTs, Teach Firsts, GTPs etc into the department. • Deliver high quality training on teaching and learning to other staff, focusing on your areas of particular expertise. • To act as a coach or mentor for other teachers as required. • Modelling for all staff exemplary practice in terms of managing difficult and challenging behaviour from students, and establishing a culture of high expectations within your department. • Lead on the development of the curriculum for the subject. • Take responsibility for monitoring and tracking for year 10 & year 11 students including the quality assurance of teacher assessments. • Design and implement an effective intervention programme for under-performing students in years 10 and 11 to ensure department meets challenging performance targets. <ul style="list-style-type: none"> • Take an operational lead in the department including timetabling, resources, exam entries and communication to key stakeholders. • To line manage members of the subject as requested. • Undertake any other various responsibilities as directed by the Principal or Senior Manager. • Undertake the other main professional duties of a teacher as set out in The St Leonards Academy pay and conditions of service document. <p>Planning, Teaching and Class Management</p> <p>Teach allocated students by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none"> • understanding and applying effective classroom management, • understanding and applying a range of teaching strategies, • positively targeting and supporting individual learning needs, • maintaining high levels of behaviour and discipline, • effectively using homework and other extra-curricular learning opportunities, • demonstrating appropriate consistent progress: <ul style="list-style-type: none"> - for the majority of students - across all teaching areas

- across all spectrums of background, ability and behaviour that compares favourably with students in similar settings,

- effectively managing other adults in the classroom.

Monitoring, Assessment, Recording, Reporting

- Use performance data to evaluate students' progress and set appropriate targets for improvement.
- Use assessment to inform planning and teaching.
- Report on progress to all stakeholders.

Pastoral Duties

- Be a mentor to an assigned group of students.
- Promote the general progress and well-being of individual students in your mentor group as a whole.
- Liaise with the Head of Faculty to ensure the implementation of the Academy's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with appropriate staff.
- Contribute to PSHE and citizenship and enterprise according to Academy policy.

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the Academy.
- Maintain an up to date knowledge of good practice in teaching techniques.
- Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments.
- Incorporate national strategies in all teaching.
- Communicate learning objectives.
- Contribute positively and effectively to the 'Every Child Known' agenda.
- Undertake professional development to enhance teaching and students' learning, apply outcomes and identify impact and share outcomes with colleagues.
- Take responsibility for professional learning.

Applications from NQT's welcomed.

•	To carry out all activities in such a manner that data protection requirements are met and are in line with the Academy's policies for Health and Safety, and Equal Opportunities
•	To participate in professional development activities and performance management activities as required
•	To undertake other reasonable duties as directed by your line manager
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: April 2020	
Additional Information	
<ul style="list-style-type: none"> • This post is subject to an Enhanced Disclosure and Barring Check (DBS) • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	
<p>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

PERSON SPECIFICATION

ESSENTIAL CRITERIA

Qualification criteria

- Degree / Qualified Teacher Status
- Permitted to work in the UK
- Evidence of relevant and substantial CPD

Ethos, Skills and Knowledge

- Commitment to fully inclusive education
- Commitment to the pursuit of high standards – academic and behavioural
- Commitment to staff participation in decision making
- Commitment to quality provision for SEN students
- Commitment to equal opportunities
- The ability to work in a fast moving and constantly changing environment
- Effective teaching, student management and communication skills

Personal Qualities

- Vision, warmth, energy, resilience, enthusiasm and caring