

ATTLEBOROUGH ACADEMY JOB DESCRIPTION

Subject Leader

Line Manager:	Head of Faculty
Line Management:	All teachers within the subject
Salary:	MPS/UPS plus TLR2a

THE POST

With effect from April 2022, we are seeking to appoint a dynamic and ambitious Subject Leader in Physics who can lead, inspire and motivate a team of dedicated and passionate teachers within our Science Department.

Attleborough Academy is a popular, 11 to 18 Academy which is continually developing to meet the demands of providing the highest quality education for all students. The Academy has recently joined the Sapientia Education Trust (SET) which is an exciting and important development for the school. The SET are committed to bringing like-minded schools together to work in partnership to develop a world class education. This merger promises to bring multiple benefits in terms of teaching and learning and new opportunities for students and staff.

We are an inclusive, friendly and effective learning community with high aspirations and a reputation for innovation. Excellent relationships between students and staff are at the heart of the ethos of the Academy and are often commented on by those who visit the Academy. The Academy is a hardworking and caring community of people with high standards and high expectations. Our core values are Commitment, Acknowledgement, Respect and Excellence (CARE). CARE therefore has a genuine meaning within our Academy as we want the Academy to be a place where these values are seen in all aspects of our work together.

Attleborough Academy is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

On appointment, the successful candidate will be required to complete a six month probationary period.

PURPOSE OF THE JOB

- To raise engagement with the subject and the standards of student attainment and progress within the whole curriculum area.
- To be accountable for student progress and development within the subject area.
- To support, develop and enhance the teaching practices of others in the subject.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum and extra-curricular opportunities for students, in accordance with the aims of the Academy and the curricular policies determined by the Local Governing Body and the Executive Principal of the Academy.
- To be accountable for leading, managing and developing the subject/curriculum area.

- To effectively manage and deploy teaching/support colleagues, financial and physical resources within the subject/curriculum area.

General Responsibilities

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

- Equal Opportunities
- Health, Safety & Welfare
- Child Protection
- Data Protection
- Risk Management

To undertake any other similar duties of this level as required by the Executive Principal/Leadership Team.

The post-holder will be required to comply with the Attleborough Academy Code of Conduct for Staff and Volunteers.

Attleborough Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

In addition to the responsibilities of Subject Teacher, the Subject Leader should have a knowledge and understanding of:

- The vision and ethos of the Academy and be instrumental in helping it to be realised.
- The relationship of the subject to the curriculum as a whole.
- The characteristics of high quality teaching and learning strategies for improving and maintaining high standards.

SPECIFIC RESPONSIBILITIES AND DUTIES

1. Impact on educational progress beyond the teacher's assigned students

- To work with the Head of Faculty in co-ordinating and monitoring student achievement, progress and effectiveness of learning across the subject area.
- To support consistent and effective approaches to learning and teaching across the subject.

2. Leading, developing and enhancing the teaching practice of others

- To lead on developing and maintain a positive staff morale amongst colleagues in the subject area.
- To promote teamwork and to motivate colleagues to ensure positive, effective working relations.
- To be responsible for the day-to-day management of colleagues within the subject area and act as a positive role model.
- To support planning, preparation and assessment of all teachers of the subject.
- To support teachers in their development and in their leadership of students in their teaching group with regard to engagement, progress, standards and attitudes.
- To encourage and enable the evaluation and sharing of good practice within the subject.
- To ensure the behaviour management system is implemented in the subject area so that effective learning can take place.
- To be responsible for the efficient and effective deployment of the subject area's technicians and support colleagues, where relevant.
- To make appropriate arrangements for classes when colleagues are absent, ensuring appropriate cover within the subject area.
- To lead on the co-ordination of evening events relating to the subject area.

3. Leading, managing and developing a curriculum or subject area

Self-review and improvement planning

- To lead on reviewing the performance of the subject area and to use this evaluation productively to formulate a plan to continuously improve.
- To produce a termly Subject Improvement Plan Summary (SIPS) and Subject Monitoring Sheet (SMS).

Curriculum provision

- To liaise with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the Academy Improvement Plan and Academy Self Evaluation Form (SEF).
- To monitor and evaluate the curriculum area in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- To develop and co-ordinate Schemes of Work and appropriate learning resources in the subject area.
- To be accountable for the development and delivery of the subject.
- To ensure that homework is set by staff across the subject in line with Academy policy.
- To ensure that the Academy approaches to cross curricular issues such as ICT, Literacy and Numeracy are addressed within the Schemes of Work.
- To ensure the maintenance of accurate and up-to-date curriculum information concerning the subject area on the Academy website.
- To ensure all Schemes of Work and lesson plans are provided and updated on the Academy's Intranet (VSR).

Curriculum development

- To lead curriculum development for the whole subject area.
- To review and develop appropriate Schemes of Work that cover the requirements of the curriculum and cater for students of all abilities.
- To keep up-to-date with National developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at National, regional and local levels.
- To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.

Accountability for student development across the subject

- To analyse and evaluate the performance data provided.
- To identify and take appropriate action on issues arising from performance data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To work with Progress Leaders in developing targeted work on key marginal students at all Key Stages.
- To be aware of student with Special Educational Needs and supply information under the requirements of the SEND Code of Practice.
- To promote the profile of the subject area in the Academy by liaising with the Leadership Team and the Local Governing Body.

ADDITIONAL RESPONSIBILITIES

- This job description is to be reviewed on a regular basis in the light of the prevailing needs of the Academy.
- To ensure that all members of the subject area are familiar with its aims and objectives.
- To manage the available resources of space, colleagues, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the subject area budget, acting as a budget holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- To ensure effective communication/consultation, as appropriate, with parents and carers of the students.
- To play a full part in the life of the Academy community, to support its distinctive vision and ethos and to encourage and ensure colleagues and students follow this example.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To attend faculty meetings and represent the subject area's views and interests.

The above job responsibilities and duties of the post are subject to the statutory conditions of employment of school teachers as published by the Department for Education (DfE).

Your attention is drawn to the AA Staff Handbook which gives details of the expected Academy protocols and routines.

REMUNERATION

Salary Details:

- Teacher's Main Pay Scale/ Upper Pay Scale plus TLR2a

All payments are pensionable under the Teachers' Pension Scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Attleborough Academy employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Attleborough Academy's Performance Management programme.