



The Holy Trinity Church of England Secondary School

Job Description

Role:	Subject Leader
Salary:	TLR2b
Contract Type:	Permanent

Reporting to:	Leader of Learning
Purpose:	<p>Extend the Leadership of the Headteacher.</p> <p>Create the opportunity and capacity for all members of the school community to learn.</p> <p>Evaluate the standards of the teaching across the subject area and ensure an improvement in academic outcomes.</p> <p>Embody the Christian ethos and underpinning elements of the school.</p>
General:	<p>This job description encompasses the key areas of work for which the post holder is responsible for over and above their role as a classroom teacher. It should be read in conjunction with the job description for the relevant scale/spine classroom Teacher (i.e. TMR/UPR) <u>and</u> the appraisal descriptors for emerging, established and expert teachers (TMR1 to UPR3).</p> <p>Specified priorities will be agreed for individuals leaders with their Line Manager on an annual basis. Details of the initial focus will be given in the job details for the post. Additional responsibilities will reflect the level of TLR which goes with the post.</p> <p>It will be reviewed annually but can be modified in the interim following negotiation.</p>
Conditions of Service:	<p>Reference should be made to the School Teachers' Pay and Conditions Policy,</p> <p>Reference should be made to the specific provisions referred to in this job description,</p> <p>References should be made to the National Professional Standards for Qualified Teacher Status published by the DfE.</p>

Key Accountabilities	Key Actions
<i>Ensure that the subject curriculum(s) is/are fit for purpose</i>	<ul style="list-style-type: none"> • Ensure budgetary requirements are met • Ensure student needs are met • Ensure statutory requirements are met • Be aware of future policy movement and adjust accordingly
<i>Maintain and improve the quality of leadership within the subject area</i>	<ul style="list-style-type: none"> • Line manage the teachers within the team • Ensure the assessment and reporting structure informs all stakeholders appropriately • Ensure the effective discharge of teachers' accountabilities within the subject
<i>Maintain and improve the quality of learning and teaching within the subject area</i>	<ul style="list-style-type: none"> • Uphold, maintain and improve the school wide learning and teaching systems within the subject • Set targets and effectively monitor the teachers within the subject • Support, develop and intervene with the teachers as appropriate

	<ul style="list-style-type: none"> • Support, develop and intervene with non-teaching specialists within the subject as appropriate
<i>Maintain and improve the quality of Extra-Curricular opportunities within the subject area and wider school</i>	<ul style="list-style-type: none"> • Establish and maintain regular extra-curricular opportunities for students within the subject • Establish and maintain links to relevant outside agencies to help provide appropriate extra-curricular opportunities.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.