

JOB DESCRIPTION

Post title:	Subject Leader
Academy:	Sedgefield Community College
Reporting to:	Headteacher
Salary/Pay range:	MPS / UPS + TLR2b
Hours of work:	Full time

Purpose of Job

To make a significant and positive contribution to supporting all students to achieve their full potential. As a leader, to ensure high standards across the subject, leading others effectively to achieve this aim. As a leader, to plan and deliver excellent lessons undertaking additional duties as appropriate to ensure the effective operation of the school.

Main Duties and Responsibilities

Teaching and Learning

- To raise standards of attainment and achievement through working to the direction of the Headteacher, having regard for the curriculum, assessment recording and reporting of the college.
- To plan, prepare and deliver courses and lessons appropriate to the individual needs and abilities of all pupils.
- To teach according to their educational needs, all assigned pupils including the setting and marking of work to be carried out by pupils within the college and elsewhere.
- To demonstrate that ongoing planning reflects effective monitoring of the progress of each individual child.
- To assess, record and report on the development, progress and attainment of pupils in accordance with college policy.
- To keep appropriate records in accordance with College policy.
- To provide data and information regarding all aspects of the progress of all pupils you are assigned to teach in order to contribute to pupils' regular coaching/mentoring sessions.
- To provide guidance and advice to pupils on educational and social matters and on their further education and future careers and make relevant records and reports.
- To contribute to whole college planning activities.
- To assist with the monitoring and evaluation of teaching and learning including subject delivery, work scrutiny, resource audits and data analysis.
- To encourage and maintain high standards of behaviour and discipline in order that effective learning can take place, and good relationships can be formed within the college community and to follow the college's procedures where pupils fail to cooperate with our expectations.
- To work effectively with support staff.
- To develop your own subject knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support pupils in achieving high standards.
- To manage classroom resources effectively.
- To take part with colleagues in developing the quality of learning areas of the college.
- To participate in meetings organised through the college for the purpose of raising standards of attainment and achievement including meetings with parents/carers or appropriate bodies.

Pupil Welfare and Development

- To provide high quality support, guidance and advice to pupils on educational and social matters and make records and reports in accordance with college policy and the practice of the school where you are allocated.
- To provide high quality support, guidance and advice to students on their further education and future careers and make records and reports in accordance with college policy.
- To make records and reports on the personal and social needs of pupils in accordance with college policy.
- To communicate and consult with parents in accordance with College policy.
- To provide coach/ mentor support to pupils allocated to you in accordance with college policy.
- To encourage students to develop high quality learning behaviour in order that effective learning can take place and good relationships can be formed within the college community.
- To follow the college's procedures when pupils fail to cooperate with the expectations of the college.
- To contribute to ensuring the health and safety of all pupils through managing and supervising their safety at all times including coming into the college and leaving the college, moving between lessons and break times.
- To participate in meetings organised through the college for the purpose of pupil welfare and development.
- To participate in meetings with parents/carers or appropriate bodies for the purpose of enhancing pupil support.

Specific Leadership Responsibilities

General

- Accept joint responsibility with all other leaders for the promotion of high standards from students and staff and the active promotion of the college aims and ethos.
- To raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress.
- To have a lead role in shaping the future of the curriculum area.
- To be accountable for the leadership, management and development of the curriculum area.
- Where necessary, to effectively manage and deploy teaching staff across the curriculum area, financial and physical resources within the curriculum area to support the effective delivery of the curriculum area.
- Lead the implementation of all school and curriculum area policies and procedures.
- To lead curriculum area Improvement Planning.
- To participate in the induction of new staff in line with college procedures.
- To participate in the statutory processes for the appraisal of all staff.
- To manage the ordering of provisions relevant to the curriculum area.
- Communicate to the designated Senior Leadership Team link, any developments related to the post held.
- To promote actively the development of effective subject links with external agencies.

Planning

- To lead the development of appropriate resources, schemes of work, marking policies, assessment and teaching and learning strategies covering the curriculum area.
- To formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the college.

- To lead and manage the planning function of the curriculum area, and to ensure that the planning activities of the area reflect the needs of students within the subject area, raising achievement plan and the aims and objectives of the college.
- To lead the day-to-day management, control and operation of the curriculum area provision within the college and the effective deployment of resources.
- In conjunction with the relevant SLT member ensure the development of a curriculum area presence on the college learning platform that supports the development of the college digital learning strategy.
- To lead the active tracking and monitoring of student progress along with any subsequent intervention.
- To implement college policies and procedures, e.g. Equal Opportunities, Health and Safety, Anti Bullying etc.
- To ensure that Health and Safety policies and practices, relating to any area of specific leadership responsibility including Risk Assessments, are in line with national requirements and are updated where necessary, liaising with the School Business Manager to achieve this.

Curriculum Development

- To lead the curriculum development of the curriculum area for which the postholder is responsible.
- To keep up to date with national developments in teaching practice, methodology and the curriculum area in general.
- To liaise with appropriate SLT and Examinations Officer to maintain accreditation with the relevant examination and validating bodies associated with any curriculum area the postholder has delegated responsibility for.
- Where necessary, to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake appraisal review and where applicable act as reviewer for a group of staff within the curriculum area.
- Where necessary, to make appropriate arrangements for classes when staff are absent.
- To participate in the college's ITT programme.

Quality Assurance

- To lead the effective operation of quality control systems.
- To contribute to the setting of targets within the area and to work towards achieving these.
- To contribute to the college procedures for lesson observation and other self-review activities.
- To lead the monitoring and evaluation of the curriculum area in line with agreed college procedures including evaluation against quality standards and performance criteria.
- To identify areas for improvement and implement measures to secure this improvement where necessary.

Management Information

- To lead the maintenance of accurate and up-to-date information concerning the curriculum area on the information management system.
- To lead the use of performance data for analysis and evaluation purposes.
- To lead upon appropriate action on issues arising from data, systems and reports.
- To lead the production of reports within the quality assurance cycle for the department.
- To analyse and produce reports on student performance.

Communication and Liaison

- To lead effective communication/consultation as appropriate with the parents of students.
- To contribute to the planning and delivery of college liaison activities.
- To lead the development of effective curriculum area links with partner schools, and industry partners where appropriate.

Resources

- To prepare high quality resources appropriate to raising standards.
- To maintain resources in good quality condition.
- To identify resources appropriate to the various learning needs of pupils and advise colleagues.

Professional Development

- To participate in the college's appraisal and performance management.
- To take responsibility for your ongoing development in your role as a teacher at Sedgefield Community College

Other Duties

- To carry out any other duties in accordance with the expectations of a teacher (at your current level of experience i.e. MPS/UPS1/UPS2/UPS3) at the reasonable request of the Headteacher of Sedgefield Community College.

Health & Safety

- Ensure that the area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with college policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with college policies and Keeping Children Safe in Education 2023 where required.