**Post:** Subject Leader
**Salary:** Appropriate point on the MPR/UPR + TLR 2b
**Conditions of Employment:** The duties and responsibilities contained in the current Education (School Teachers' Pay and Conditions of Employment) Order apply to this post; the working time will be in accordance with the school's annual time budget, issued by the Headteacher.
**Responsible to:** To be directly responsible to the Head of School, Deputy Head teacher and Assistant Head teachers usually through the AHT and directly responsible for any persons providing support within the classroom.

## Job Description:

*Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

### Core Purpose:

- To promote, maintain and evaluate provision and standards in the light of school aims, values and School Improvement Priorities. Provide guidance and support to ensure high standards of teaching and learning, measured by pupils' engagement in their learning and their quality of outcomes within a specific area.
- To promote, improve and evaluate the provision of a specific leadership area in relation to the needs of the school

### Duties and responsibilities:

- To maintain, monitor and develop leadership action plans for required areas, which contribute positively to the achievement of the school and reflects the School Improvement Plan in line with the new curriculum
- To monitor and evaluate the quality and impact of teaching and learning across the school
- To ensure that the provision of the curriculum meets the needs of more and less able pupils across the school
- Monitor as appropriate, and provide feedback to class teachers across the school
- To support and develop the profile of your area, resulting in a positive impact on pupil learning across the school
- To be a model of good/outstanding practice to other practitioners across the school
- To plan and organise activities beyond the classroom which broaden children's learning across the school
- To oversee and manage a budget, ensuring best value and equal opportunities for all across the school
- To carry out any other duties related to the area that the Head of School would deem to be your responsibility

### Teaching:

- In each case, having regard to the curriculum for the school and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to them
- Planning and preparing courses and lessons
- Teaching, according to their educational needs, the pupils assigned to him, including the setting and marking of work to be carried out for any pupil in school and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Acting upon advice given through whole school monitoring in order to seek to improve own practice
- Reflect and innovate over own teaching practice and latest research

### Other Activities:

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting with the parents of pupils
- Communicating and co-operating with persons or bodies outside the school

- Participating in meetings arranged for any of the purposes described above

**Assessments and Reports:**
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

**Performance Review:**
In accordance with the School Performance Management Policy

**Review, induction, further training and development:**
- Be proactive about your own development as a leader
- Participating in arrangements for further training and professional development as a teacher and leader, including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements
- Commit to your own personal development as evidenced through the Leadership Development Matrix

**Educational methods:**
Advising and co-operating with the Head of School and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, leadership styles, assessment and pastoral arrangements

**Discipline, health and safety:**
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Ensure any disclosure of child protection is dealt with quickly and effectively and in accordance with school policy and procedure
- Ensure that all pupil data in your care is treated in line with school policy and procedure
- Ensure at all times that school health and safety policy and procedure are adhered to

## Special Conditions of Employment

**Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

**Health And Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

**Equality and Diversity**

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

**Training and Development**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

**Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests