

## **Subject Leader Job Description**

### **Core Purpose**

**Strategic direction and development of the subject – with the support of, and under the direction of the Headteacher and Senior Leadership Team to:**

- Have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives.
- Raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- Be accountable for student progress and development within the subject area.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher.
- Be accountable for leading, managing and developing the subject/curriculum area.
- Effectively manage and deploy teaching/support staff, financial and physical resources within the department.

### **Specific Responsibilities as a Subject Leader**

#### **Operational/ Strategic Planning**

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- Ensure the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- Actively monitor student progress across the subject area.
- Implement school Policies and Procedures.
- Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

#### **Curriculum Provision and Development**

- Liaise with department Line Manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan.
- Lead and be accountable for the development and delivery of the curriculum area/subject.
- Keep up to date with national developments in the subject area and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels, including all examination requirements.

#### **Staffing: development/recruitment/deployment**

- Work with the department Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Be responsible for the efficient and effective deployment of the Department's technicians/support staff.
- Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff.
- Participate in the interview process for teaching posts when required and ensure effective induction of new staff in line with School procedures.
- Promote teamwork and motivate staff to ensure effective working relations.
- Participate in the school's programmes of training for all teachers new to the profession, as appropriate.
- Be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

**Quality Assurance**

- Ensure the effective operation of quality control systems
- Reinforce the process of the setting of targets within the department and work towards their achievement.
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all areas within the department.
- Contribute to the School procedures for lesson observation.
- Monitor and evaluate the curriculum area/department in line with the standards required within the SEF.
- Seek/implement modification and improvement where required.
- Ensure that the Department's quality assurance procedures meet the requirements of Self Evaluation and the SDP.

**Management Information**

- Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- Make use of analysis and evaluate performance data.
- Identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports within the quality assurance cycle for the department.
- Produce reports on examination performance, including the use of value-added data.
- Provide the Governing Body with relevant information relating to the Departmental performance and development.

**Communication**

- Ensure that all members of the department are familiar with its aims and objectives.
- Ensure effective communication/consultation as appropriate with the parents of students.
- Liaise with partner school/other schools, higher education, industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- Represent the Department's views and interests.
- Ensure that reports to parents are informative, appropriate and accurate.

**Management of Resources**

- Manage the available resources of space, staff, money and equipment efficiently, including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- Work with the Deputy Head in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

**Student Progress and Well-Being**

- Monitor and support the overall progress and development of students within the department.
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- Act as a Form Tutor and carry out the duties associated with that role as outlined in the generic job description.
- Contribute to citizenship and enterprise learning as appropriate.
- Ensure the school Behaviour Management system is implemented in the department so that effective learning can take place.
- Support subject staff to ensure effective behaviour management strategies are in place within their lessons.

**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 school.
- Establish effective working relationships and set a good example through presentation and personal and professional conduct.
- Endeavour to give every student the opportunity to meet his/her potential and achieve high expectations.

- Contribute to the life of the school through effective participation in the meetings and management systems necessary to co-ordinate the life of the school.
- Take responsibility for own professional development.
- Carry out duties in relation to school policies and practices.
- Liaise effectively with parents and governors as necessary.
- Undertake the role of a subject teacher and use own classes as an example of high-quality teaching and learning in the subject.
- In addition carry out other duties as reasonably required by the Headteacher.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken is not identified.**

Line Manager:

Line Management responsibility for:

Time allocation:

TLR:

Performance Manager