

**Shaftesbury High School**

Core Subject/ Project Lead Job Description

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| **Responsible to: Key Stage Assistant Headteacher and Headteacher** |
| **Responsible for:** Staff who teach or support core/ project lessons. Curriculum/ project curriculum and resources, |
| **Main Purpose of Job:*** To lead, manage and develop the specific curriculum area.
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| **Teacher Responsibilities:*** Carrying out the duties of a teacher as set out in the current School Teachers’ Pay and Conditions Document, the DfE Teachers’ Standards and the SHS Teacher Job Description;
* Maintaining and developing the ethos, values and overall purposes of the school;
* Maintaining high standards of learning and student conduct;
* Implementing school policies and procedures;
* Communicating politely, effectively and appropriately with students, parents and all SHS staff;
* Ensuring high standards of safeguarding.
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| **Core Subject/Project Leader Responsibilities:*** Contributing to the overall strategic direction of the school;
* Line Managing staff within the Core Subject/ Project;
* Maintaining high standards of learning and student conduct as set out in the Teaching and Learning Policy;
* Promoting teamwork and motivating staff within the Core Subject/ Project for effective working relations;
* Communicating as a Core Subject/ Project lead with outside agencies as required;
* Attending meetings and providing reports and information as required to support the meeting;
* Implementing school policies and procedures;
* Ensuring ‘I can’ ’targets and Core Subject/ Project ‘G-Steps are relevant;
* Ensuring lessons are inclusive;
* Ensuring Annual Review comments are written before the Annual Review takes place;
* Ensuring EHCP targets are met.
* Managing any relevant budgets.
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| **Specific Responsibilities:*** Being accountable for the development and delivery of the Core Subject/ Project’s curriculum;
* Developing teaching and learning within the Core Subject/ Project, promoting and implementing effective teaching and learning strategies;
* Developing and reviewing Core Subject/ Project’s documentation e.g the Blue Folder;
* Providing suitable risk assessments to support ‘safe learning’ as required;
* Overseeing the assessment and reporting of the Core Subject/ Project’s students attainment and progress;
* Monitoring and following up on student progress and data, e.g. on EfL, in the Core Subject/ Project;
* Identifying the Core Subject/ Project’s areas of strength and setting targets for areas for improvement, as part of a subject action plan.
* Managing the Core Subject/ Project’s resources within the available budget;
* Speaking with the Core Subject/ Project’s line manager over exciting developments that require an investment larger than the Core Subject/ Project’s budget;
* Making appropriate arrangements, which follow the curriculum/ support assessment, for classes when Core Subject/ Project’s staff are absent.
* Overseeing the Core Subject/ Project’s internal and external examination arrangements;
* Ensuring the maintenance of accurate and up-to-date departmental data on EfL;
* Ensuring that all members of the Core Subject/ Project’s are familiar with its aims and objectives;
* Regularly sharing information to members of the Core Subject/ Project;
* Represent the Core Subject/ Project’s views and interests at meetings;
* Planning educational visits and off site education opportunities to broaden the students' experience.
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