

**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. |
| **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. |
| **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. |
| **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. |