



## Job Description – Subject Leader

The Duties of a Subject Leader will be to:

- lead the writing, review and evaluation of policies and schemes of work in line with the School Development Plan
- provide leadership and demonstrate good practice in the teaching of the subject
- advise the Headteacher on the development of the subject in the school through a Subject Development Plan
- monitor the quality of teaching and learning by:
  - assisting in the analysis of 'pathways' and Key Stage data, where available, to identify areas of strength and areas requiring development
  - carrying out 'Learning Walks' individually or with a governor to:
    - collect evidence of how subjects are being delivered
    - sampling children's work and collecting samples for subject leader's folders
    - evaluate the impact of the School Development Plan and Subject Development Plan
  - consulting advisors and inspectors
  - exchanging classes for specialist or supportive teaching where appropriate
- lead or provide for in-service training
- keep abreast of national and local initiatives and evaluate their implementation within the school
- budget for resources within the School Development Plan
- keep governors and parents informed on the subject

This job description is to be considered alongside the statements of the Schoolteachers Pay and Conditions of Service document. It is also to be seen in the context of the school's Community Values.

Notes:

- NQTs will not co-ordinate a subject (they may shadow a subject leader in the final term of their NQT year)
- The following subjects will have a Leader: Numeracy, Literacy and Communication, Science, Information and Communication Technology (ICT), Humanities, Religious Education (RE), Personal, Social and Health Education and Citizenship (PSHE&C), Physical Education (PE), Design and Technology, The Arts
- Other areas requiring a leadership role are: Child Protection, Assessment, Health and Safety, Able, Gifted and Talented, Collective Worship
- Numeracy and Literacy will be 'in focus' every year. Other Subjects will be 'in focus' on rotation within each member of staff's portfolio.
- Subjects will be shared equally amongst staff and allocated by negotiation according to expertise and interest. The additional workload associated with co-ordinating Numeracy and Literacy will be recognised with these subjects being the equivalent of two other subjects.