

Job Description

Job Title: Subject Leader

Teaching and Learning

The Leader

- must be a role model for all staff in their curriculum area and have high expectations of their students and staff
- must ensure that all schemes of work are planned and implemented and that they meet the needs of all students
- must ensure that a range of methods and pedagogic styles are applied in classroom teaching
- must ensure that marking and assessment of students' work is carried out regularly and effectively
- is responsible for accurate reporting of student progress
- is responsible for the management of student behaviour to create a positive learning environment in classrooms
- is responsible for the training of staff within the curriculum area and updating skills and knowledge especially where new courses are introduced
- To ensure that the complementary aspects of the curriculum are integral to Schemes of Work, including Literacy, ICT, Numeracy, Citizenship and Careers
- is responsible for enriching the curriculum through the organisation of booster classes, visits, guest speakers, extra-curricular activities
- should create a positive climate for learning with a strong ethos

Performance Management

The Leader

- is expected to line manage and carry out the performance management of staff within their curriculum area. This involves the setting of challenging targets and their review
- is expected to devise and update an improvement plan in line with the SIDP
- will review performance of the curriculum area
- will assist the Head of School or Vice Principal if an issue of capability arises

Knowledge/Skills/Expertise

The Leader

- is expected to be able to make use of comparative data
- must have up to date knowledge of his or her subject area, national developments and current trends in education
- must be aware of statutory requirements and patterns of inspection
- must be aware of developments in ICT and their use
- must be committed to his or her own professional development

School Level

The Leader

- is expected to contribute to the development of school policy, to encourage and enhance the social, moral, spiritual and cultural development of students
- represents the views, concerns and interests of the curriculum area
- supports school policies and ethos

- is responsible for the development of the curriculum area
- prepares reports for Governors and parents

Personnel

The Leader

- participates in the process of selecting and appointing new staff and in the induction of new staff
- must chair meetings
- is responsible for supporting, guiding and motivating teachers and Associate/support Staff
- is a coach or mentor to other members within the curriculum area
- is there to give advice on career development
- works with Schools Direct staff to assist in the training of aspiring teachers

Student Outcomes

The Leader

- must be aware of the target attainment level of students at Key Stages 3 and 4
- must be aware of the target attainment level of students at A/S and A2 levels and other accredited courses
- armed with this knowledge must work towards their achievement

Management of Resources

The Leader is responsible for

- the classrooms, corridors, displays, offices and storage areas
- the effective deployment of staff and resources
- safety and risk assessments
- ensuring value for money
- undertaking any other duty as specified by t not mentioned in the above

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