

Subject Leader Job Description

Line Manager:

- Vice-Principal.

Liaison with:

- Academy staff, pupils, parents and external agencies.

Job Purpose:

- To provide professional leadership and management for subject to secure high quality teaching and learning, effective use of resources and high levels of progress and attainment for ALL pupils.

Duties:

- To analyse national, local, school data and inspection data to inform policies and the school improvement plan.
- To analyse termly data and using APS benchmark, identify areas of under achievement and take effective action to remedy and eradicate underachievement.
- To use data analysis effectively to contribute to self evaluation and school improvement.
- To create an Action Plan for School Development for the subject area and evaluate the effectiveness of the plan. On a termly basis.
- To exemplify outstanding practice in the classroom and provide demonstration lessons for staff, trainees and visiting teachers.
- To monitor and evaluate the quality of teaching and learning in the subject throughout the school, through lesson observations, book sampling, monitoring planning. Timetable for this to be agreed with the Principal/Vice Principal.
- To assist with planning, teaching and assessment of the subject with colleagues and prompt colleagues, where appropriate, about relevant courses (if we are unable to provide the training internally).
- To lead staff professional development meetings for colleagues.
- To keep abreast of current and proposed education policy and feed these back to staff.
- To audit existing resources and advise on the acquisition of new materials for the subject.
- To maintain a Subject Leader Folder (digitally shared with Principal and Vice Principal).