#  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

# J