# 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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