



## ST. HILD'S CHURCH OF ENGLAND SCHOOL

### Subject Leader

#### *Job Description*

*At St. Hild's we aim to serve our community by providing high quality education in a Christian context. We are a comprehensive school guaranteeing equal opportunities, a responsive curriculum and a supportive community. We expect to find God at work in our school.*

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| <b>Purpose:</b>                        | <ul style="list-style-type: none"> <li>• To contribute to the distinctive nature of our church school ethos and culture.</li> <li>• To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.</li> <li>• To be accountable for student progress and development within the subject area.</li> <li>• To develop and enhance the teaching practice of others.</li> <li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</li> <li>• To be accountable for leading, managing and developing the subject/curriculum area.</li> <li>• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li> </ul>                                      |
| <b>Reporting to:</b>                   | Deputy/Assistant Head (Curriculum) (Teaching and Learning)   |
| <b>Responsible for:</b>                | Key Stage Leaders, Teaching Staff and other relevant personnel within the department   |
| <b>Liaising with:</b>                  | Head/Deputy/Assistant Heads and other Subject Leaders<br>Student Achievement Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff<br>LA and Diocesan representatives<br>External agencies<br>Parents  |
| <b>Working Time:</b>                   | 195 days per year. Full time.  |
| <b>TLR Level:</b>                      |  |
| <b>Disclosure Level:</b>               | Enhanced   |
| <b>Operational/Strategic Planning:</b> | <ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>• The day to day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</li> <li>• To actively monitor and follow up student progress.</li> <li>• To implement School Policies and Procedures, such as Equal Opportunities, Health and Safety etc.</li> <li>• To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>• To lead and manage the business planning function of the department and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the School.</li> </ul> |
| <b>Curriculum Provision:</b>           | <ul style="list-style-type: none"> <li>• To liaise with the Deputy Head, Assistant Head (Curriculum) (Teaching and Learning) to ensure the delivery of an appropriate,</li> </ul>  |

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|   | <p>comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.</p> <ul style="list-style-type: none"> <li>• To be accountable for the development and delivery of the subject area provision and outcomes.</li> </ul>   |
| <b>Curriculum Development:</b>          | <ul style="list-style-type: none"> <li>• To lead curriculum development for the whole department.</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Deputy Head to maintain accreditation with the relevant examination and validating bodies.</li> <li>• To be responsible for the development of Key Skills.</li> <li>• To ensure that the development of the subject area is in line with national developments.</li> </ul>  |
| <b>Staff Development:</b>               | <ul style="list-style-type: none"> <li>• To work with the Deputy Head/Assistant Head (Curriculum) (Teaching and Learning) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To be responsible for the efficient and effective deployment of the Department's Technicians/support staff.</li> <li>• To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover with the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the school's ITT programme.</li> <li>• To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.</li> </ul> |
| <b>Recruitment/Deployment of Staff:</b> | <ul style="list-style-type: none"> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> </ul>  |
| <b>Quality Assurance:</b>               | <ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To establish the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To establish common standards of practice with the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.</li> <li>• To contribute to the School procedures for lesson observation.</li> <li>• To implement School quality procedures and to ensure adherence to those within the department.</li> <li>• To monitor and evaluate the curriculum area/department in line with agreed School Procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.</li> </ul>  |
| <b>Management Information:</b>          | <ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports within the quality assurance cycle for the department.</li> </ul>  |

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|                                 | <ul style="list-style-type: none"> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• In conjunction with the relevant Deputy/Assistant Head, to manage the Department's collection of data.</li> <li>• To provide the Governing Body with relevant information relating to the Departmental performance and development.</li> </ul>  |
| <b>Communications:</b>          | <ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with its aims and objectives.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> <li>• To represent the Departments views and interests.</li> </ul>  |
| <b>Marketing and Liaison:</b>   | <ul style="list-style-type: none"> <li>• To contribute to the School liaison and marketing activities, eg the collection of material for press releases.</li> <li>• To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>   |
| <b>Management of Resources:</b> | <ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.</li> <li>• To work with the Deputy Head in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>   |
| <b>Pastoral System:</b>         | <ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the department.</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate is taken where necessary.</li> <li>• To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>• To contribute to PSHCEE, citizenship and enterprise according to the school policy.</li> <li>• To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</li> </ul>   |
| <b>Teaching:</b>                | <ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> </ul> |

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|                           | <ul style="list-style-type: none"> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> </ul>  |
| <b>Additional Duties:</b> | <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community to support its distinctive Christian mission and ethos and to encourage and ensure staff and students to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and Safety Policy and undertake risk assessments, as appropriate.</li> <li>• To undertake any other duty as specified by the STPCB not mentioned in the above.</li> </ul> |
| <b>Notes/Comments:</b>    | <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>   |
|                           | <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary and job title.</p>  |