

Oswestry School

Founded 1407

JOB DESCRIPTION

SUBJECT LEADER

Line Manager

Head of Faculty

Job Purpose

To be responsible for course planning, examination, pupil progress and administration in one or more subject area(s)

1 Context

This role fits into a revised (May 2015) model of middle management. There are two levels of academic curriculum responsibility at Oswestry School:

- [Head of Faculty](#) (HoF)
- [Head of Department](#) (HoD) or Subject Leader (SL)

Head of Department is a legacy role, with the same responsibilities as Subject Leader.

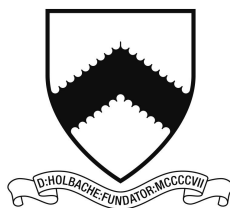
2 General

A Subject Leader has responsibilities to the pupils, to the staff in the Faculty, to his/her Head of Faculty and to the Headmaster and/ Deputy Heads. A Subject Leader does not have direct responsibility for strategic, staffing and appraisal matters - development plans, budgets, appraisal, lesson observations, CPD etc - although the Head of Faculty might reasonably delegate some such responsibilities. A Subject Leader should aim:

- To inspire and to generate an enthusiasm for his/her subject amongst teachers and pupils.
- To facilitate good teaching and learning in his/her subject.
- To raise standards of pupil attainment and achievement within his/her subject and to monitor and support pupil progress.
- To be accountable for pupil progress and development within the subject area.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying the subject.

3 Responsibilities to the Pupils

- To provide the best possible opportunities and educational experience in the subject, both in and out of the classroom, for pupils of all abilities and at all levels in the school.
- To ensure the provision of good quality teaching and of access to a range of activities as outlined in the scheme of work.
- To monitor and follow up pupil progress: to identify students who are underachieving and to implement effective, personalised interventions; and to challenge students who are working well to aspire yet further.
- To arrange for reasonable extra help, via 'clinics' or similar, for pupils wanting such in their subject.
- To provide informed advice on university entrance and courses in further education. To arrange for appropriate preparation for all university candidates, including Oxbridge. To ensure effective liaison with the UCAS coordinator.



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4 Responsibilities to the Headmaster and Deputy Heads

- a. To inform the Deputy Head (Academic), via tutors and Heads of Year, of successes arising from the work of pupils studying the subject and of any pupils posing or encountering problems.
- b. To keep the Deputy Head (Academic) apprised of any significant developments in the delivery or assessment of his/her subject.

5 Responsibilities to the Head of Faculty

- a. To bring forward problems of any kind arising from the teaching of the subject to the Head of Faculty.

6 Matters relating to the Administration of the Subject

(i) Resources and Planning

- a. To prepare or acquire suitable resources for the teaching of the subject at all levels in the school.
- b. To maintain resources in good order and to organise and store resources in a way that provides ready access to colleagues, within the constraints of the space available.

(ii) Curriculum

- a. To select syllabuses and public examinations within the school policy, compatible with the needs and attainment of the pupils.
- b. To lead discussions on choice of academic specifications.
- c. To prepare and maintain detailed schemes of work at all levels for use by teachers of the Subject.
- d. To liaise with other Subjects where there is an overlap of syllabus content or when skills are transferable.

(iii) Assessment

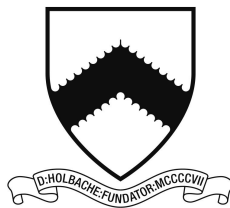
- a. To carry out baseline testing and screening exercises, as appropriate, to ensure that proper provision is made for all new pupils.
- b. To make arrangements in liaison with the Examinations Officer and the Director of Studies for examinations - internal and public.
- c. To maintain records and ensure completion of coursework by all candidates according to the requirements of Examination Boards. To agree the timing of large assignments with the Deputy Head (Academic) and Heads of Year.
- d. To submit to the Headmaster and Deputy Head (Academic) an analysis of the results of pupils within the Subject, based on their performance in public examinations, and to keep a record of these.

d. Communication

- a. To ensure that Parents, Tutors, Heads of Year, Housemasters/mistresses, Parents, Deputy Heads and Headmaster (as appropriate) are kept informed of significant successes or underperformance of pupils.
- b. To establish and to maintain links with institutions and organisations outside the school, as appropriate.

e. Marketing

- a. To, at all times, work to promote the Subject and the School to current and prospective pupils and parents.
- b. Where appropriate to arrange Subject exhibitions to secure suitable publicity for the Subject's work within and beyond the school and to give presentations at staff meetings or other meetings as required.
- c. To help maintain corridors and other public spaces in good order and to seek to provide an attractive and stimulating environment in which to work.



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f. Interviews and Admissions

- a. To conduct entrance tests and examinations as required, notably Entrance and Scholarship Examinations.
- b. To interview candidates for admission, and to provide tests for special entrants, as required by the Registrar.

(vii) General Administration

- a. To attend meetings as required by the Headmaster.
- b. To arrange for the circulation and updating of set lists in the subject.
- c. To advise the Deputy Head (Academic) of candidates for school prizes in the subject.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Heads of Subject will be expected to comply with any reasonable request from a Head of Faculty, Deputy Head or the Headmaster to undertake work of a similar level that is not specified in this job description.

Desirable Qualities

- Teaching experience and QTS or equivalent
- An appetite to challenge pupils and colleagues

Skills

- Very good interpersonal skills
- Proficient IT user

Signed	Signed
Print name	Print name
Dated	Dated
<i>(Post holder)</i>	<i>(Line Manager)</i>