

## **Assistant Subject Leader Job Description**

**Responsible to:** Subject Leader

It is expected that the Subject Leader will work in such a way that is totally compatible with the aims and objectives of the school. The responsibilities outlined below are intended to be a summary of, and do not change, the School Teachers' Pay and Conditions as written in the STPCB. They are in addition to the responsibilities outlined in the teachers' job description and the new Standards for Teachers 2013.

### **Overall purposes:**

- To ensure that every child achieves their learning potential by managing the learning, progress and attainment of the students in the department alongside the pastoral responsibilities of support, care and guidance
- To support the Subject Leader in continually striving to improve the standards of the department developing innovative and leading edge practice
- To maintain and support the Catholic ethos of the school in accordance with the directions given by the Governors and the Headteacher

### **Strategic development of the School:**

- To support the school in ensuring there is a strong partnership between home, school and parish
- To look for opportunities for the department to be actively involved in the Catholic life of the school
- To promote students' spiritual, moral, social and cultural development within the department
- To work with the Subject Leader and all staff, offering challenge and support, to strive for the highest possible standards of work from each student according to his/her individual ability
- To assume the responsibility for the department in the absence of the Subject Leader
- To deputise for the Subject Leader as necessary to ensure the efficient and effective leadership and management of the department
- To meet routinely with the Subject Leader
- To seek and promote departmental enrichment activities
- To support the development of the House system
- To support the organisation of school events: meetings, performances, examinations etc

### **Student progress:**

- To work with the Subject leader on the department's use of data to ensure teaching groups are organised, learner achievement and progress is monitored and tracked, underachievement is identified and appropriate interventions are made to ensure the targets of individuals and groups of learners are met
- To support the department's use of the Learning Platform
- To support the Subject Leader in monitoring the use of classwork,

- independent study and homework in the department
- To support the transition process between Key Stages within the department, as required
- To support the Subject Leader to ensure accuracy and completion of subject reports by all members of the department

### **Staff management**

- To support and assist the Subject Leader as and where appropriate
- To take full responsibility for a designated key stage or curriculum area ensuring the provision of an appropriate, relevant and differentiated curriculum, providing support and encouragement for others to model
- To take appropriate action along with the Subject Leader in order to build and maintain effective teamwork within the department especially through the establishment of good communication systems, the encouragement of the sharing of good practice and innovative use of meeting and training times
- To undertake performance appraisal reviews, as required, ensuring there is a clear focus on teaching, learning and student progress
- To chair department meetings producing agendas and minutes, when required
- To be responsible for delegating aspects of teaching and learning, monitoring and evaluation as appropriate within the department
- To encourage and maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents/carers and colleagues
- To work with the Subject Leader to set work for absent colleagues when necessary
- To work with the Subject Leader to encourage and support all members of the department in their professional development
- To support and contribute to staff training as and when required

### **Student behaviour for learning:**

- To work with the Subject Leader to maximise learning time by ensuring department staff are aware of the importance of punctuality and maintaining systems for monitoring attendance, taking effective action where necessary and ensuring parents/carers are informed
- To ensure all member of the department respond to parental enquiries by telephone, letter or email as appropriate and keep accurate records of all communications on the SIMS database
- To work with the Subject Leader to oversee departmental detentions

### **Student guidance and support:**

- To work with the Subject Leader to ensure all members of the department produce accurate reports/references as required
- To be responsible, or to nominate a member of the department to be responsible, for the updating of departmental information on the school website