

HEALTH FUTURES UTC

JOB DESCRIPTION

Job Title:	Subject Lead
Salary:	Dependent on skills and experience
Accountable to:	Principal & HF-UTC board of Governors
Reports to:	Senior Team

Key Purpose:

To work with the Senior Team, our partners and stakeholders in establishing Health Futures UTC and realising its strategic objectives.

To provide effective subject leadership that develops effective teams of staff who ensure our students receive the highest quality of education. To provide effective support and challenge that secures outstanding teaching and learning and enables all students to achieve and exceed their targets.

To contribute to enrichment opportunities for students.

Key Roles and Responsibilities:

The Subject Lead will be responsible for the standards of teaching, learning and achievement within their subject(s). They will report to the Senior Team on the performance of students and staff within the area and on any other areas of operation where they have leadership responsibility. Exact responsibilities will be agreed with the individual but will include:

1. Leadership of the subject(s) and staff within their area.
2. Develop and review the quality of teaching and learning within their area.
Contributing to whole school evaluation and development as appropriate.
3. Track the performance of students within their area, providing feedback to staff and contributing to whole school tracking and planning and delivering interventions.
4. Develop and implement development plans with reference to whole school priorities and the needs of their area.
5. Ensure that UTC policies are implemented effectively and that subject area policies are in line with these and the overall mission of the UTC.
6. Plan for the efficient and effective use of resources (financial, human and facilities) within the freedoms delegated to them.
7. Represent the UTC internally and externally.
8. Ensure the smooth day to day operation of the UTC and the highest standards of conduct both within and beyond the UTC.

Leadership Behaviours:

You will demonstrate the professional behaviours appropriate to being a Subject Leader of the UTC. This includes sustained support and promotion of the UTC's philosophy, culture and ethos. Demonstrating both integrity and responsibility within and beyond the UTC in relation to policies, strategy and decisions. This includes:

1. **Vision:** Within the context of the overall vision for the UTC formulate and articulate your vision for the development of those areas of responsibility that are within your remit.
2. **Direction:** Provide a sense of purpose and direction; be optimistic and promote a 'can do' attitude with both staff and students.
3. **Policy:** Lead or contribute to the development of UTC policies ensuring those policies within your remit are clearly aligned, implemented and regularly reviewed. Ensure that UTC policies are effectively implemented.
4. **Continuous Improvement:** Keep abreast of educational research and developments actively seeking opportunities (including national and international) that support the continuous improvement of the UTC.
5. **Curriculum Development:** Ensure that the curriculum followed by students meets their needs, the strategic purpose of the UTC and statutory requirements.
6. **Student Performance:** Ensure that appropriately challenging targets are set for all students and monitor their performance in terms of attainment, achievement and progress.
7. **Student Wellbeing:** Ensure that all students are well cared for and treated with integrity and respect.
8. **Professional Development:** Ensure that all staff are fully trained and equipped to fulfil their role. Ensure that following external training attended by a team member(s) that effective dissemination to the wider team takes place.
9. **Effective Teaching and Learning:** Ensure that teaching and learning meets the needs of learners impacting positively upon student attainment and achievement.
10. **Performance Management:** Monitor, analyse, evaluate and report upon the effectiveness and performance of aspects of the UTC within your remit. This includes:
 - a. Day to day recognition and reinforcement and encouragement of effective performance.
 - b. Where necessary challenge under performance of team members.
 - c. Implement the UTC Performance management policy and processes. Ensuring that effective performance and achievements are recognised and that future professional development needs and performance objectives are identified.
 - d. Preparing reports reviewing the performance of aspects of the UTC.
11. **Appointment of Staff:** As appropriate participate in the appointment and professional development of staff.