

**The Royal Liberty School**

*“Where boys are ambitious, where boys succeed”*

 **Job Profile**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title: Subject Leader of PE**

**Reporting to:**  Designated SLT Member

**Liaising with:** Head/SLT, other Heads of Faculty, and relevant staff with cross-school responsibilities, relevant non-teaching associate staff, and parents.

**Staff managed:** Teaching staff and other relevant personnel within the faculty.

**Salary / Grade:** Main Scale + TLR2c

**CRB disclosure level:** Enhanced

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Purpose:**

* With a clear understanding and focus of how students learn, to lead and manage curriculum development in order to improve the quality of student learning and to raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
* To be accountable for student progress and development within the faculty area.
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty.
* To give full support to the school’s *Success* for All culture and to develop a positive attitude towards learning in our students in accordance with the curricular policies determined by the LGB and Head Teacher.
* To be accountable for leading, managing and developing the faculty’s subject area.
* To efficiently and effectively manage and deploy staff, financial and physical resources within the faculty to support its designated curriculum portfolio.
* To act as line manager of teaching and other staff within the faculty, usually also acting as their team leader for appraisal.
* To be committed to the safeguarding of children.

|  |
| --- |
| **Principal duties and responsibilities:** |
| **Operational/ Strategic Planning** |  | * To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.
* The day-to-day management, control and operation of course provision with the faculty, including the efficient and effective deployment of staff and physical resources.
* To actively monitor and evaluate student progress and respond appropriately to ensure standards of attainment and achievement are raised consistently.
* To implement school policies and procedures,
* To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
* To lead and manage the business planning function of the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the subject/curriculum area(s), the School Development Plan, the Faculty Development Plan and the aims and objectives of the School.
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Officer.
* With the Head Teacher, SLT and other heads of faculty to assist in the whole-school self review and evaluation process and the development and implementation of the School Development Plan (SDP).
 |
|  |  |  |
| **Curriculum Provision:** |  | * To liaise with the designated SLT member to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and whole school curriculum portfolio.
* To be accountable for the development and delivery of the faculty’s designated subject/curriculum area(s).
* To facilitate regular informal and formal assessments of student progress within the faculty subject/curriculum area(s), including tests and internal examinations. This will include setting of examination questions, arrangements for any examinations and the marking of examinations and recording of results.
* To liaise with and support Pastoral Leaders and the Examinations Officer in organising subject examinations and Mock examinations.
 |
|  |  |  |
| **Curriculum Development:** |  | * To lead, initiate, encourage and coordinate curriculum development for the whole faculty.
* To keep up to date with national developments in the subject/curriculum area(s), and with teaching practice and methodology.
* To lead, initiate, encourage and coordinate teaching strategies, including ICT, Numeracy, Literacy and SMSC that promote and enable high quality learning.
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
* To liaise with the designated SLT member to maintain accreditation with relevant examination and validating bodies.
* To be responsible for the development of Key Skills within the faculty’s designated subject/curriculum area(s) with a particular emphasis on those skills which underpin our development as a Thinking School.
* To ensure that the development of the faculty’s designated subject/curriculum area(s) are in line with national developments.
 |
|  |  |  |
| **Staffing****Staff Development:****Recruitment/ Deployment of Staff** |  | * To work with the relevant SLT member to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To be responsible for the efficient and effective deployment of the faculty’s technicians/support staff [as appropriate].
* To undertake annual appraisals and reviews and usually to act as team leader for staff within the faculty.
* To act as line manager or delegate line management for the Deputy Head of Faculty, Subject Specialist(s) [if appropriate] and teaching and other staff within the faculty.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the subject specialist and Cover Organiser.
* To participate in the appointment and selection process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
* To promote teamwork, to motivate staff and to offer counsel and support to ensure effective working relations.
* To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model.
* To encourage excellent attendance from all faculty members.
 |
|  |  |  |
| **Quality Assurance:** |  | * To establish and implement systems to regularly monitor and evaluate the quality of teaching and learning in the faculty.
* To ensure that the faculty's quality procedures meet the requirements of self review and evaluation.
* To enable, promote and encourage the sharing of outstanding practice within the faculty and between faculties ensuring best practice inset is applied across the faculty.
* To demonstrate excellence in classroom practice.
* To monitor the performance of subject/curriculum area(s) within the faculty with the relevant subject specialist(s) [as appropriate]; to carry out an annual self-review and evaluation for each subject/curriculum area, and for the faculty as a whole, including an analysis of examination results.
* To develop a Faculty Development Plan (FDP) in response to this self-review and evaluation and the key objectives of the SDP.
* To work towards implementing the FDP and meeting the targets set within it.
* To establish common standards of practice within the faculty and develop the effectiveness of teaching strategies in all subject/curriculum area(s).
* To contribute to the School procedures for lesson observation, faculty reviews, subject reviews and internal faculty inspection procedures.
* To implement School quality procedures and to ensure adherence to these within the faculty.
 |
|  |  |  |
| **Management Information:** |  | * To ensure the maintenance of accurate and up-to-date information concerning the faculty, including information on the school website, Fronter and G4S.
* To evaluate and make use of performance data provided to improve the quality of teaching and learning in the faculty.
* 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.
* To produce reports within the quality assurance cycle for the faculty.
* To produce reports on examination performance, including the use of value-added data.
* In conjunction with the relevant SLT member, to manage the faculty's collection of data.
* To provide the Head Teacher/Governing Body with relevant information relating to the faculty’s performance and development.
* To provide the Exams Officer with relevant, accurate information concerning the entry of students for public examinations.
* To assist the Exams Officer in ensuring that pupils are correctly entered for public examinations.
 |
|  |  |  |
| **Communications:** |  | * To ensure that all members of the faculty are familiar with its aims and objectives, FDP and targets.
* To ensure effective communication/consultation as appropriate with the parents of students.
* To ensure effective communication and consultation within the faculty and between the faculty and the rest of the school.
* To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
* To represent the faculty’s views and interests.
* To communicate the work and success of the faculty to the rest of the school and to parents and the wider community.
* Attend meetings as required.
 |
|  |  |  |
| **Marketing and Liaison:** |  | * To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
* To promote the work and successes of the faculty at open days/evenings and other events.
* To lead the development of effective subject links with partner schools and the community, eg: attendance where necessary at liaison events with partner schools.
* To actively promote the development of effective subject links with external agencies.
 |
|  |  |  |
| **Management of Resources:** |  | * To manage the available resources of space, staff, budget and equipment efficiently within the limits, guidelines and procedures of the school, requisitioning, organising and maintaining equipment and stock and keeping inventories and appropriate records up to date.
* To ensure that all equipment is appropriately marked and logged for security purposes.
* To ensure the security, safe-keeping and correct and appropriate use of equipment and resources at all times.
* To work with the relevant SLT member in order to ensure that the faculty’s teaching commitments are effectively and efficiently time-tabled and roomed.
 |
|  |  |  |
| **Pastoral System:** |  | * To monitor and support the overall progress and development of students within the faculty.
* To act as a Form Tutor, if required, and to carry out the duties associated with that role as outlined in the generic job description for a teacher.
* To contribute to citizenship and enterprise according to school procedures.
* To ensure the behaviour management procedures are implemented in the faculty so that effective learning can take place.
 |
|  |  |  |
| **Teaching:** |  | * To undertake an appropriate programme of teaching in accordance with the duties of a teacher as outlined in the generic job description.
 |
| **Other Specific Duties**: |
| * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To support the school in meeting its legal requirements for worship.
* To promote actively the school’s policies.
* To continue personal professional development.
* To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by STPCB not mentioned in the above.
* To comply with the school’s procedures concerning safeguarding and to ensure that training is accessed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.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  |
|  |
| This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. |

Signed: …………………………………… Date: ………………………

 (Head of Faculty)

Signed: …………………………………… Date: ………………………

 (Head Teacher)