

Subject Leader Job Description

Reporting to: Faculty Leader

Responsible for: Learning and Teaching, appraisal, assessment and mentoring; ensuring that all pupils make better than expected progress

Summary of the key aspects

1. Contribute to the Faculty's vision of an education built on the foundation of 'values' in addition to an operational development process.
2. Develop an innovative, inspiring, and challenging ethos for all pupils.
3. Undertake effective strategic and operational planning for the subject to lead staff, finance and other resources to deliver the curriculum.
4. Ensure lessons are consistently good or outstanding and pupils make better than expected progress.
5. Develop and use robust systems to assess and monitor pupil progress and provide appropriate intervention strategies.
6. Take proactive responsibility for the professional development of self and others teaching the subject.
7. Contribute to the pastoral programme.
8. Live out the vision and values of the Nishkam High School.

Objectives of the Subject Lead

1. School Leadership

- a. Contributing to the well-being and development of the school, including the supervision of pupils, the guidance of teachers and consultation with the Faculty Leader and other senior colleagues
- b. Helping to develop, communicate, implement, monitor and evaluate whole school and Faculty policies within your subject area and reporting back to the Leadership Team
- c. To raise standards of pupil attainment by developing and monitoring whole school and Faculty improvement strategies as defined by the Faculty Improvement Plan.
- d. To work with colleagues to formulate aims, objectives and strategic plans relevant to the needs of pupils and the strategic direction of the subject.

2. Leadership of Teachers

- a. advising and guiding members of your subject area; overseeing the work of all ITT students within your subject – including the role of mentor.
- b. monitoring the work of members of your subject area to ensure high quality of teaching and learning and to develop and enhance teaching practice within your subject area.
- c. presenting the views of members of the subject area at Faculty meetings.
- d. ensuring that all members of your subject area keep abreast of developments in your subject areas.
- e. to review the professional development of members of your area and take a leading role in the Performance Management systems of the Faculty.
- f. ensuring clear lines of communication with all members of your subject area.
- g. promoting teamwork, to motivate staff to ensure effective working relations and act as a positive role model.

3. Curriculum

- a. leading curriculum development in your subject area.
- b. leading the subject's curriculum planning, syllabus selection, incorporating "whole- school" policies and contributing to relevant units or components.
- c. ensuring up-to-date schemes of work are maintained for use internally and externally as required and monitoring how schemes of work are implemented and regularly reviewed to maximise their effectiveness.

- d. advising on and developing teaching approaches used within your subject area.
- e. development and selection of suitable materials and advising on classroom management appropriate to the relevant subject matter.

4. Assessment, Examinations, Reporting and Evaluation

- a. leading assessment development and initiatives within your subject area.
- b. establishing and overseeing your subject's examination policy and both internal/external assessment procedures, in accordance with school policy.
- c. ensuring the effective administration and smooth running of external exams and ensure that exam board requirements are met in liaison with your Faculty Leader.
- d. providing information to the Principal, Leadership Team, Faculty Leader and parents about the work of your subject area and pupil's progress in accordance with school policy.
- e. interpretation of exam analysis, subsequent action planning and establishing the process for target setting and monitoring progress towards targets set.
- f. overseeing relevant pupils' subject report formats and collecting a portfolio of good practice to share with other staff/inform new staff.

5. Organizing Learning

- a. allocating pupils to teaching groups in liaison with your Faculty Leader and according to school policy.
- b. maintaining up-to-date staff/teaching group lists and informing your Faculty Leader and the Senior Vice Principal (Learning and Teaching) of any changes when made.
- c. the management of conduct and behaviour of pupils within your subject area and supporting colleagues to ensure learning is maximised.
- d. ensuring cover supervisors and supply staff are supported in providing appropriate learning opportunities when subject staff in your area are absent.
- e. monitoring and evaluating provision of SEN support and liaising with SENCO regarding appropriate intervention.
- f. monitoring and evaluating the provision and progress for G&T students and utilizing appropriate intervention strategies.
- g. monitoring and evaluating the provision and progress for Pupil Progress students and utilizing appropriate intervention strategies.
- h. monitoring the arrangements, objectives and outcomes of educational visits.

6. Resources

- a. controlling subject area expenditure and budgetary planning in line with Faculty planning.
- b. overseeing the usage, storage and security of equipment, materials and other resources and ensuring the learning environment and facilities support learning.
- c. devising systems for maintenance of subject inventories and stock records according to school policy.