

- effective leadership and management;
- effective use of resources and a safe and healthy environment for students and staff.

Area of Accountability 1:

PUPIL ACHIEVEMENT

(Related to TLR Criteria a)

- To be responsible for quality control in the department by collecting and analysing all data available on students' progress in the subject, linking these to the Academy assessment and reporting calendar and systems;
- Ensure that students show sustained improvement in their subject knowledge, understanding and skills in relation to prior attainment;
- Ensure students understand the key ideas in the subject at a level appropriate to their age and stage of development;
- To work with Learning Support on matters concerning SEN and A,G&T students, effective deployment of Teaching Assistants and HLTAs and with IEPs;
- Ensure the effective development of individual and collaborative study skills which are necessary for them to become increasingly independent learners in and out of academy and which allow the transfer of skills between subjects;
- Set high standards for the behaviour of students and to provide 'front line' support to subject staff in all disciplinary matters in line with the Academy's Behaviour and Discipline Policy;
- To make recommendations for subject entries for examinations after consultation with the Pastoral Leader;
- To inform parents, colleagues and governors of the progress of students and the work of the subject and ensure that reporting to parents is undertaken on time and in line with academy policies and procedures;
- Ensuring adherence to the Academy's Homework Policy by teaching staff and regular monitoring of the homework provision in the subject area.

Area of Accountability 2:

TEACHING AND LEARNING

(Related to TLR Criteria b)

- Ensure continuity and progression in the subject by choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through agreed schemes of work, developed in line with the Improvement Plan, supporting colleagues where relevant;
- To be responsible for providing interesting, stimulating, challenging lessons which relate to the scheme of work as expressed in detail in your Subject Handbook;
- Keep abreast of changes and developments in your subject area and ensure these have an impact on teaching and learning where appropriate. Review regularly and develop the specifications, schemes of work and teaching methodologies of the department in line with subject developments;
- Ensure the five key outcomes of Every Child Matters are taken into account with all Teaching and Learning development in your subject;
- Establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data;
- Evaluate the teaching of the subject by the monitoring of planning and through analysis

of students' work, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching;

- Develop effective links with the local community including parents, business and industry to ensure the development of enterprise skills;
- Ensure the delivery of your subject conforms to the Academy's Health and Safety Policy;
- Use your own class as an example of high quality teaching and learning in the subject;
- Ensure the sharing of good practice throughout the subject and academy;
- To encourage the use of display in all subject rooms and adjoining areas by using pupil work and achievement, and maintaining a sense of order and tidiness;
- To be responsible for leading and the development of any staff who work in the subject.

Area of Accountability 3:

LEADERSHIP & MANAGEMENT

(Related to TLR Criteria c)

- Ensure that teachers are aware of the implications of the Teaching and Learning Policy – particularly the impact that the 'aims and objectives', 'culture and values' and 'teaching and learning' sections as well as the Equal Opportunities Policy should have on developing teaching and learning;
- Be aware of and implement all relevant academy policies in your subject area;
- Develop and implement policies and practices which reflect the Academy's commitment to high achievement through effective teaching and learning;
- Have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives;
- Use relevant academy, county and national data to inform targets for development and further improvement for individuals and groups of students;
- Develop plans for the subject which identify clear targets, timescales and success criteria for its development and / or maintenance in line with the Improvement Plan;
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes;
- Playing a leading role in the Professional Development of staff in the subject area and be accountable for the dissemination of training to members of the department;
- Monitor / organise subject staff to be observed twice a year in line with the academy's observation programme;
- Run effective subject meetings and encourage the involvement of the team of subject staff in discussions concerning subject delivery and organisation, and provide the Principal and Deputy Principals with copies of the minutes of these meetings;
- To attend Middle Leadership Group meetings and ensure the content and outcomes of the meetings are reported back in detail, to subject staff;
- To take lead, when appropriate, in the development of extra-curricular activities within and beyond the department;
- To be accountable for the subject cost centre and the appropriate and judicious expenditure of subject allowances, ensuring that any given budget is not exceeded;
- Prepare when requested, a budget plan for the future requirements of the subject;
- To make recommendations on the timetable, the deployment of staff and the organisation of teaching groups;
- To advise the Principal, and be involved in, the recruitment and appointment of staff to the subject area;

- To produce with subject staff, a Subject Handbook which complies with the requirements of OFSTED and which is reviewed regularly (at least once a year).

Area of Accountability 4

LINE MANAGEMENT (where relevant)

(Related to TLR Criteria d)

- To act as line manager for any non-teaching staff in the department, undertaking performance management reviews yearly in conjunction with the Business Manager;
- Undertake regular evaluation of staff progress towards agreed subject and personal improvement objectives through the academy's performance management and line management practices and procedures;
- Utilise the academy's yearly observation programme to monitor the teaching and learning of staff in the department and follow up observations with a discussion on progress and areas for improvement.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD). This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
4. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
5. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person specification

Factor	Essential	Desirable
Qualifications	A good honours degree or its equivalent and a PGCE or its equivalent	
Experience	Have taught at all levels of ability range KS3 to KS4	Experience within more than one school/academy Experience of leading a department Experience of teaching on BTEC courses Experience as a Form Tutor
Knowledge and Understanding	Have a detailed knowledge of National Curriculum requirements of their subject Able to plan lessons effectively, setting appropriate and demanding expectations for students' learning Able to mark and monitor students' class and homework, provide constructive oral and written feedback, set targets for students' progress and provide informative reports to parents.	Skills to teach other subjects High level of ICT skills
Personal Attributes	Displays energy, enthusiasm and commitment Is able to prioritise and work under pressure Communicates effectively with students, colleagues and parents Is able to establish good working relationships with colleagues	Is able to contribute to extra-curricular activities outside their own subject area
Management	Secures a good standard of student behaviour in the classroom by establishing appropriate rules and high expectations Ensures effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained Maintains own professional development	