

Old Palace of John Whitgift School

Subject Leader Classics

The Subject Leader is directly responsible to the Head through the line-management structure.

Core purpose

- **maintain a commitment to safeguarding and to promoting the welfare of children and young people;**
- to create the vision for Classics and to provide professional leadership in all aspects of the subject;
- to support teaching and support staff, other Subject Leaders within the Faculty and the Faculty Leader;
- to ensure a consistency of practice within the subject.

Strategic direction and development

It is expected that the post-holder will

- in conjunction with the Leadership Team, create and implement curriculum policies and procedures, which reflect the School's commitment to high achievement through effective learning and teaching;
- promote a positive and supportive culture to enable relevant staff and pupils to develop their skills and confidence in teaching, learning and taking part in related activities;
- market the School for the recruitment / retention of staff and students through promotion of Classics;
- have an extensive, well-informed and critical understanding of current national initiatives and ensure that relevant staff are fully conversant with changes;
- monitor progress and evaluate standards within Classics against relevant national, School and student data to inform practices, expectations, targets and teaching methods;
- contribute to the School's self-evaluation and improvement plan, using clear evidence to set strategic targets for the development of subject.

Learning and Teaching

It is expected that the post-holder will

- secure, sustain and promote, through example and leadership, effective learning and teaching within Classics appropriate to the needs of all students, sharing good practice or intervening as appropriate, in accordance with School policies;
- be responsible for producing and reviewing curriculum maps and schemes of work to ensure curriculum coverage and progression in Classics for all students, in the light of current educational trends and as appropriate for the School;

- be responsible for internal / external assessment and recording, and for reporting student achievement;
- evaluate the quality of the teaching of Classics and introduce strategies for raising standards;
- in conjunction with colleagues, promote and develop a programme of subject related co- and extra-curricular activities for all age groups and ability levels;
- contribute to the Learning for Life programme as appropriate;
- develop links with parents and students to improve awareness of the demands of Classics and of individual learning needs of students in accordance with the positive learning culture of the School;
- promote and attend Classics and Faculty events.

Leading and managing staff

It is expected that the post-holder will

- lead staff through example, model the highest professional standards and provide clear feedback, support and sound advice to others;
- take the lead in motivating, supporting and mentoring colleagues in the adoption of good practice;
- organise subject meetings and records of discussions and INSET training as appropriate;
- be responsible for performance management and induction of subject staff as appropriate.

Efficient deployment of staff and resources

It is expected that the post-holder will

- be responsible for efficient and effective management of curriculum finances and resources for Classics, including stock-taking;
- identify for the timetabler, effective deployment of subject staff, and curriculum / resources needs;
- identify and employ appropriate learning resources for Classics and ensure efficient organisation and use;
- delegate, as appropriate, specific roles / responsibilities to subject staff;
- have a sound knowledge of relevant legislation e.g. Every Child Matters, and help to raise awareness of implications for teaching;
- ensure a safe, secure and stimulating environment for the learning and teaching;
- be involved in the management and organisation of accommodation and resources to ensure that the needs of subject are met;
- promote the highest standards of presentation, cleanliness and tidiness of subject areas and buildings;
- organise displays of students' work and of information to stimulate curiosity and enhance knowledge.

Behaviour and Welfare of Students

It is expected that the post-holder will

- promote the highest standards of behaviour and positive relationships in line with the ethos and aims of the whole School;
- implement action in line with school policies and in liaison with relevant colleagues;
- develop supportive and good relationships with parents of students;
- implement relevant policies e.g. anti-bullying policy, child protection policy.

Health and Safety

It is expected that the post-holder will

- be aware of all health and safety regulations as laid down by The Whitgift Foundation and by the School and be aware of issues of security relating to the premises;
- implement relevant health and safety procedures and risk assessments;
- disclose to the relevant member of the Leadership Team any contravention of health and safety procedures and any aspects of the site / buildings deemed to be unsafe.

Communications

It is expected that the post-holder will

- work with colleagues to produce the highest quality documentation as appropriate;
- co-ordinate relevant information for reports, references and transfer data;
- represent the subject re curriculum needs at meetings as appropriate;
- liaise with relevant colleagues re the organisation of curriculum activities and events;
- hold regular meetings with the subject team and record discussions appropriately;
- develop links with local schools and outside agencies.

Miscellaneous

It is expected that the post-holder will

- attend relevant curriculum meetings, staff meetings and academic consultation meetings;
- be actively involved in the organisation of special events such as open mornings, presentation evenings, option and other curriculum evenings, Inter-House competitions and encourage participation in them by staff and students;
- undertake any other such duties as the Head, or senior member of staff, may reasonably request.