

**Head/Coordinator of Subject**

Heads/Coordinators of Subject are responsible to their Head of Department/Line Manager for:

1. **Ensuring high-quality teaching within their subject** by:

1. **setting an example of excellence** in terms of planning, teaching, assessment, display and student behaviour, and providing disciplinary support to other teachers of the subject whose own measures have not had the desired effect
2. ensuring that **schemes of work and assessments** are regularly updated in the light of changing specifications so that they support and inform the planning of other teachers of the subject
3. **monitoring, evaluating and developing the quality of teaching** of the subject, making use drop-ins, work scrutinies, formative feedback and the sharing of good practice

2. **Securing the best possible academic and personal outcomes of all students within the subject** by:

1. establishing a programme of **regular and accurate assessment** that produces meaningful information for teachers, students and parents, including the setting of internal examinations and managing entries for public examinations
2. ensuring that **appropriate and decisive action** is taken **in the light of assessment data** so that learning gaps are filled and student progress is maximised
3. providing revision sessions and materials to **encourage** the students’ own **responsibility for learning** and to ensure that they are as well prepared as possible for their examinations

3. **The strategic development and promotion of the subject** by:

1. ensuring that **documentation**, including the relevant section of the departmental development plan, reflects the values and ethos of the Academy and is **up to date**, any subject-specific budget is efficiently managed, and that Academy-wide policies and procedures are implemented by all who teach the subject
2. keeping the **Head of Department informed** of subject developments, progress and initiatives within the Academy and in the world of education in general
3. **informing the students** and their parents **as to the value of the subject**, including its relevance to the outside world and possible avenues for future study