 **Duties and Responsibilities of a Subject Leader**

The following are the expectations of a subject leader at Huntcliff school. It is not an exhaustive list but should provide clarity on duties and responsibilities you hold.

In addition, it is expected you uphold and promote the ethos that we are all learners, always learning and embody our learner values and foster this in all you lead including the learners.

**1. Curriculum and assessment**

1.1 To establish schemes of work and to monitor their use by staff.

1.2 To establish arrangements for the assessment of learners’ work and progress, including the setting, marking and grading of internal exams and the setting and assessment of coursework. To ensure data is recorded regularly. To examine differences in results between sets and to look for explanations.

1.3 To maintain contact with subject developments outside the school and to bring them to the attention of colleagues.

1.4 To foster, by example, a spirit of academic enquiry within the department. To maintain links with a subject association and to join the local/national body if available.

1.5 To select the qualification(s) offered in your subject in consultation with SLT.

1.6 Every year to supply staff with a current copy of the qualification syllabus they are to teach towards.

1.7 When exam results are published, to arrange for remarks, return of scripts and a full examination report produced.

**2. Staff**

2.1 To be involved in the appointment of new staff to the department.

2.2 To provide and oversee an induction programme for new members of the department in association with the campus induction programme.

2.3 To deploy staff to teach groups within the department in a way that puts the interests of learners first.

2.4 To arrange for the observation of teaching as a part of the processes of induction and appraisal and as a matter of good practice, and to provide constructive feedback to staff concerned.

2.5 To ensure that homeworks are set and of the correct length for each year group: homeworks to be marked promptly and according to School policy: stand-by homeworks to be available in the event of absence or omission.

2.6 To arrange for the appraisal of members of the department to be carried out as directed by the Executive Headteacher or Head of School and to assist staff in following up appraisal recommendations.

2.7 To devise and review annual professional development objectives for the department, and to make arrangements for appropriate inset.

2.8 To endeavour to have at least one staff member is an external examiner each year.

2.9 To conduct regular quality assurance in line with the school policy.

**3. Learners**

3.1 To use performance data to track the progress of all learners.

3.2 To ensure that all members of the department teach appropriate subject skills and that the learners are expected to produce work with high standards of accuracy and presentation.

3.3 To ensure that learners are taught in appropriate groups, wherever possible.

3.4 To ensure that staff have acted on information provided regarding learning, medical, social or other difficulties and that appropriate support is provided.

3.5 To monitor closely the progress of learners that are borderline examination candidates and to provide opportunities for extra support.

3.6 To ensure parental engagement and good relationships are supported and reporting complies with school policy.

**4. Organisation of the Department**

4.1 To hold, and to keep records of, regular meetings in a way that promotes the exchange of ideas, and informs and develops good practice. To send a copy of the minutes to the Executive Headteacher and SLT link.

4.2 To delegate tasks so as to create a sense of teamwork within the department and so as to ensure that experience is acquired for the future development of the department and colleagues.

4.3 To ensure that work is set when a teacher is absent.

4.4 To liaise over the allocation of teaching space to staff.

4.5 To liaise with the Education Needs Coordinator over appropriate LSA support.

4.5 To ensure that rooms are properly treated and secured, that the School safety policy is operated throughout the department and that all required risk assessments and training are in place.

4.6 To keep accurate inventories of fixed assets in the department.

4.7 To manage the agreed departmental budget and to follow accounting procedures as required by the School.

4.8 To liaise with the library over the provision of suitable texts.

4.9 To endeavour to run subject based enrichment opportunities such as societies with visiting speakers and to oversee all subject based extracurricular activities, clubs, visits and exchanges.

