

YSGOL RHOSNESNI HIGH SCHOOL, WREXHAM

NAME OF POSTHOLDER:

POST: SUBJECT LEADER

Reports To: SLT Link

Responsible for: All members of the Welsh Team

CORE FUNCTION

To carry out the general and specific professional duties as set out in the current 'School Teachers Pay and Conditions' document and Code of Professional Conduct and Practice for Registered Teachers.

To provide the professional Leadership and Management for the subject to secure high quality teaching, effective use of resources and improved standards of teaching and learning, behaviour, progress and attainment for all pupils. To be accountable for standards within the subject, including examination performance, teacher assessment data, reports, self evaluation and improvement planning.

To support, hold accountable and develop team members.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SUBJECT

Within the context of the school's aims and policies, subject leader will develop and implement subject policies, plans, targets and practices.

*Develop and implement policies and practices for the subject which reflect the schools local commitment to quality and standards of achievement, teaching and learning, and keep abreast with national developments.

*Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' social, spiritual, moral, cultural, mental and physical development and in preparing pupils for the opportunities, responsibilities and experience of adult life.

*Use a range of data effectively to set pupils targets in the subject.

*Create Department Improvement Plans which are fully costed in terms of time, resources and training requirements.

*Monitoring and evaluating progress made against targets and use analysis to guide further improvement.

*To attend Learning Manager, SLT Line Management meetings and Middle Leaders briefing as required.

TEACHING AND LEARNING

To secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of pupils' achievements, behaviour and progress and set targets / implement strategies for improvement.

*Ensure curriculum coverage, continuity and progression in the subject for all pupils, including Gifted & Talented and those with Special Educational or Linguistic needs.

*Ensure teachers set clear objectives and communicate them to pupils.

*Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of different pupils.

*Ensure effective development of pupils' Literacy, Numeracy, Thinking and Information Technology Skills through the subject.

*Establish and implement clear policies for assessment, recording and reporting pupil achievement, set targets for further improvement.

*Use prior information about pupils to secure good progress.

*Set high expectations and targets for staff and pupils in relation to standards of pupil achievement and quality of teaching.

*Evaluate the teaching, identify effective practice areas and areas for improvement and take appropriate action.

*Ensure effective and sufficient homework is set by all members of the department.

*Establish a partnership with parents to involve them in their child's learning.

*Liaise with Cluster schools in order to ensure effective continuity and progression at the point of transition.

*Ensure that the subject is promoted within the school, including visual displays.

LEADING AND MANAGING STAFF

- *Establish clear expectations and constructive working relationships. Organise and Chair Departmental Meetings in line with whole school calendar.
 - *Sustain own motivation and that of other staff.
 - *Monitor and where needed act upon the attendance of colleagues within the department.
 - *Contribute, as required by the school's Performance Management scheme including lesson observation.
 - *Audit training needs of subject staff.
 - *Lead Professional Development of the subject including the sharing of good practice.
 - *Ensure that Trainee and Newly Qualified Teachers are appropriately trained, monitored, supported and assessed.
- Work with the Learning Manager of ALN and any other staff to ensure that Individual Education Plans are used to set subject – specific targets and match work to pupils' needs.
- *Ensure that the Headteacher, Leadership Team and Governors are well informed about subject policies, plans and policies, success in meeting objectives and targets and development plans.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- *Establish staff resource needs for the subject and advise, prioritise expenditure, allocate and maintain resources to ensure value for money.
- *Advise on the deployment of staff, including support staff.
- *Use accommodation to create an effective safe, secure environment for teaching and learning.
- *Ensure that the finances of the department are managed effectively.
- *Contribute to the staff selection and interview process, where appropriate.
- *Ensure that learning continues when departmental staff are absent.
- *Manage the external test/examination entries and moderation procedures.

In addition to the above the Subject Leader will be expected to perform, in accordance with any directions which may be reasonably given to him/her by the Headteacher from time to time, such particular duties as may be reasonably assigned to him/her.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not an exhaustive statement of procedures and tasks.