

**Job Description: Subject Leader**

**Responsible to the Faculty Leader**

The Subject Leader will be primarily responsible for establishing and supporting the resources and environment for learning within their subject on both the Fambridge Road Campus (FRC) and the Mill Road Campus (MRC). Their major responsibilities will be:

**Quality of Learning**

To take full ownership for the management and upkeep of progress and attainment data for all their subject courses.

To monitor the progress of students following their subject courses, planning and implementing intervention as necessary to ensure students make at least expected levels of progress.

Ensuring that effective schemes of work are in place for each of their courses.

Ensuring that teachers know the prior learning and achievement of the students at the beginning of each of their courses.

Ensuring that teachers know the potential to achieve of the students based on prior achievement data.

Ensuring that school curriculum policies for assessment, setting, target setting, recording and reporting are enacted within their subject courses.

Ensuring that progression and continuity is achieved throughout all of their subject courses and between Key Stages.

**Other Activities**

Carrying out the duties determined by the Faculty Leader for monitoring and supporting classroom

teachers in their Faculty.

**Ethos and Environment**

Ensuring a consistent ethos in line with Plume Academy Code of Practice.

Ensuring that the quality of appearance and order of any part of the Faculty allocated to your subject area is of a high standard.

Maintaining health and safety procedures.

**Staff Development, Resources and Capitation**

Assisting the Faculty Leader in drawing up, the Faculty Improvement Plan, in line with the Whole School Improvement Plan.

Involvement in the allocation and organisation of resources within the Faculty, linked to their subject courses.

Planning and monitoring the effective deployment of Support Staff allocated to their subject in liaison with the Faculty Leader.

Involvement in accounts, ordering and maintaining stock, particularly where pertinent to their subject courses.

Supporting, advising and providing opportunities for individuals in the Faculty to further their personal development.

### PERSON SPECIFICATION

**Essential skills, knowledge, experience and personal qualities:**

1. Successful teaching across Key Stages 3, 4 and 5
2. Understanding of curriculum issues
3. A proven record of excellence in the classroom
4. Involvement in recent professional development
5. Commitment to the use of a variety of methods to enhance learning
6. Knowledge and understanding of whole school issues
7. An ability to interpret data
8. An understanding of the Ofsted framework for evaluating teaching and learning
9. A vision for and commitment to the delivery of the subject at Key Stages 3, 4 and 5
10. Resilience, commitment, energy and enthusiasm
11. Creativity and imagination
12. A sense of humour
13. Good organisational skills
14. Good time-management skills

**Desirable skills, knowledge, experience and personal qualities:**

1. Knowledge of appropriate opportunities at and beyond Key Stage 5
2. Potential and ambition for further career development
3. An ability to promote the school through contact with parents, the media and the local community
4. Experience of monitoring classroom practice
5. A willingness to participate in extra-curricular activities

To undertake any other duties as may be required from time to time by the Principal.