Heathside School: Job Profile

Job Title	**Subject Leader**	**Pay Scale**	
Curriculum Area	**Science**	**Full Time or Part Time**	**Full-time**
Line Manager	**tbc**		

JOB PURPOSE

To ensure the highest standards of student achievement, progress and experience at all key stages in the specified subject area and in the post holder's own lessons.

To do this by ensuring the best possible teaching by relevant staff, effective target setting, tracking and intervention, the best possible curriculum and related resources and the most effective use of resources.

KEY ACCOUNTABILITIES AND TASKS

Subject Awareness and Delivery

- To maintain a comprehensive awareness of national developments in the subject area.
- To identify courses which best meet the needs of students, relevant regulations and the school's aims.
- To ensure that schemes of work and resources are in place to deliver these courses.
- To oversee the effective planning and delivery of all relevant coursework, controlled assessments, internal and external examinations and moderation for the subject area.

Student Attainment, Progress and Experience within the subject Area *As directed by and in collaboration with the relevant Curriculum Area Manager:*

- To drive student attainment and progress within the subject area, overseeing the setting of targets, tracking of progress and intervention where appropriate.
- To plan, monitor and adjust teaching groups and sets based on the best available data so as to ensure the best possible outcomes for all students.
- To ensure the subject area delivers an enriching and engaging curriculum to all students.
- To promote the subject area across the whole school working with other curriculum and subject areas where appropriate.

Leadership of Staff and Quality of Teaching within the Subject Area *As directed by and in collaboration with the relevant Curriculum Area Manager:*

- To line manage staff, motivating, supporting and developing them to deliver the best possible teaching and to ensure the best possible outcomes for all students.
- To carry out performance management of staff as required and following school systems and policies.
- To allocate teaching staff to teaching groups so as to ensure the best outcomes for students and the development of teachers.
- To ensure the best possible assessment of students' work and setting of homework through monitoring assessment and homework across the subject area.
- To support professional development within the subject area, identifying need and securing CPD to ensure improved teaching and learning and teacher progression.

Management of Resources and Learning Environment within the Subject Area *As directed by and in collaboration with the relevant Curriculum Area Manager:*

- To plan and manage all resources within the subject area including financial resources so as to ensure best use of these resources.
- To ensure that the learning environment, including display, promotes and supports student achievement.
- To ensure safe working practices within the subject area.

Subject Area Reporting *As directed by and in collaboration with the relevant Curriculum Area Manager:*

- To prepare and/or oversee the preparation and/or presentation of written and verbal reports including student reports, teacher and subject area performance reviews and financial data as required by the Curriculum Area, school and any other relevant body.
- To meet and discuss, as required, student performance, progress and attainment with parents/carers.

Curriculum Area and Whole School Development *As directed by and in collaboration with the relevant Curriculum Area Manager:*

- To prepare, agree and carry out an appropriate development plan for the Subject Area and/or contribute to the Curriculum Area development plan.
- To be proactively involved with whole school improvement, engaging with, supporting and where appropriate leading initiatives.

Post holder's own Teaching

- To set and maintain the highest personal standards of lessons taught, including preparation, delivery and feedback to students (including marking), setting of homework and management of student behaviour.
- To follow all relevant and current school and national (DfE and Ofsted) guidelines regarding teaching.

Student Attainment, Progress and Experience: Post holder's own teaching groups

- To drive attainment and progress for all students taught, setting targets, tracking progress and intervening where appropriate.
- To deliver lessons which enrich and engage all students taught.

Reporting: Post holder's own teaching groups

- To prepare, as required, written and verbal reports including student reports and reports for examination boards and parents/carers.
- To meet and discuss, as required, student performance, progress and attainment with parents/carers.

Form Tutor/House Member

- To complete student registration conforming to school and statutory requirements.
- To carry out tutor group activities as directed by the relevant Head of Key Stage or Head of Learning.
- To support House activities as directed by the relevant Head of House.

Professional Standards and Development

- To support and promote the wider school ethos and school development.
- To attend and engage with all relevant meetings including for example staff briefings, whole school, year team and curriculum area meetings.
- To take part in all performance management reviews and related activities.
- To identify and acknowledge appropriate areas for own professional development and pursue opportunities for such development.
- To meet all appropriate requirements as described in the DfE Teacher's Standards, 2012, or other relevant and applicable publications including safeguarding.

This Job Profile forms the basis of the Appraisal Scheme at Heathside and may be reviewed at any time with the Principal.

Post holder's name		**Line Manager's name**	
Post holder's signature		**Line Manager's signature**	
Date		**Date**	