

Kingsford Community School – A Specialist Language College
Subject Leader/ Subject Co-ordinator Job Description: TLR 2b

Drama, Geography, History, Media Studies, Music, PSHE, PE and Dance, Religious Studies, Science (BTEC), Sociology

Drama, Geography, History, Media Studies, Music, PSHCE, PE and Dance, Religious Studies, Science (BTEC), Studies		
Post Title:	SUBJECT LEADER / SUBJECT CO-ORDINATOR	
Purpose:	<ul style="list-style-type: none">• To be a leader of learning in the specified subject and develop an ethos of high achievement and success in the subject area ensuring student progress is monitored, tracked and supported and that lesson delivery is good or better.• To be accountable for raising standards, student attainment, progress and development within the subject.• To develop and enhance student learning arrangements and the teaching practice of others and support staff in the Learning Area to implement the School's vision, policies and Professional Code of Conduct by providing appropriate guidance and consistently demonstrating an example of this.• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject, in accordance with the aims of the school, DfE guidance, statutory curriculum requirements and curricular policies determined by the Governing Body and Head Teacher of the school.• To be accountable for leading, managing and developing the subject area ensuring that provision is made for the annual subject attainment targets to be met and the requirements of the subject area SEF, School and Learning Area Development Plans are fulfilled.• To effectively manage and deploy teaching and support staff, financial and physical resources within the subject to support the designated curriculum portfolio.• To undertake any other duty as specified by STPCB not mentioned in this job description.	
Reporting to:	Learning Area Leader / Other Designated Line Manager	
Responsible for:	Subject teachers, support staff, peripatetic agency and other relevant external personnel within the subject.	
Liaising with:	Members of the School Development Team, Inclusion and Access Team, staff with cross-school responsibilities, relevant non-teaching and support staff, LA staff, Governing Body, PSA, School Council, parents, business and the community.	
Working Time: 195 days per year. Full time	Salary/Grade: TLR: 2b	Disclosure level: Standard
MAIN CORE DUTIES: <i>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</i>		
Operational/ Strategic Planning	Accountability and core responsibilities	
General and strategic:	<ul style="list-style-type: none">• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject area.• The day-to-day management, control and operation of curriculum and course provision within the subject, including effective deployment of staff and physical resources.• To actively track, monitor and support student progress providing intervention for target groups as appropriate.• To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation, etc.• To work with colleagues to formulate aims, objectives and strategic plans for the subject area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School, actions as identified in the subject and School SEF and Development Plans.• To lead and manage the meeting and business planning function of the subject area and to ensure that the strategic planning activities of the subject, reflect the needs of students, the aims and objectives of the School and the Subject and School SEF and Development Plans.• To link with post holders within the Subject, across the school and Key Stages to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.	

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MAIN CORE DUTIES	
Operational/ Strategic Planning	Accountability and core responsibilities
General and strategic:	<ul style="list-style-type: none"> In conjunction with the Learning Area Leader, take responsibility for ICT, fostering and ensuring the application of I.C.T. in the subject including the development of materials for e-Learning and Distance Learning. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the subject area are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
Curriculum Provision:	<ul style="list-style-type: none"> To be responsible for the review, evaluation and development of all aspects of curriculum provision in the subject working in close collaboration with the Learning Area Leader. To liaise with the Learning Area Leader to ensure the effective delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and the School Self Evaluation Framework and is line with DfE statutory requirements. To be accountable for the effective development and delivery of subject. To implement systems in and around the subject which ensure the highest standards of student behaviour and achievement in lessons, the school and community. This will include the following: <ol style="list-style-type: none"> that provision is made to meet the learning needs of all students including those who are Gifted and Talented, and those with special education, Ethnic Minority Achievement and English as an Additional Language needs; schemes of work and lesson plans are implemented by all subject staff in line with the school's teaching and learning policy; that the principles underlying the school curriculum are reflected in all subject planning, development, preparation and delivery; that all teaching staff in the subject area maintain an up to date teaching and learning file as specified in the School's teaching and learning policy; that effective assessment strategies are implemented and monitored across the subject in order to support student progress, and contribute to student's sense of achievement and success; assessment strategies are fully understood by parents and other external partners; that staff make appropriate use of ICT in all aspects of curriculum delivery within the subject; the development of cross-curricular skills within the subject; that the subject area develops as an environment which is safe, stimulating and conducive to promoting learning; ensuring the provision of extended day and holiday revision and special interest classes for students and identified target groups of students.
Curriculum Development:	<ul style="list-style-type: none"> To lead curriculum development for the subject, keeping abreast with local and national developments in the Key Stages and 14-19 education, working closely with students, parents, Year Achievement Leaders, Learning Area Leaders and members of the Inclusion and Access Team, in order to gain a knowledge and understanding of the curriculum that is planned for students. Oversee the implementation and monitoring of whole-school policies, within the subject including those on: Monitoring, Assessing, Recording, Reporting and Evaluation of Student Achievement, Homework, Equal Opportunities and Race Discrimination. To keep up to date with national developments in the subject and teaching practice and methodology.

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Operational/ Strategic Planning	Accountability and core responsibilities
Curriculum Development:	<ul style="list-style-type: none"> To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. To liaise with the Learning Area Leader to maintain accreditation with the relevant examination and validating bodies. To be responsible for the development of Key Skills and the Every Child Matters national policy in the subject area. To ensure that the development of the subject area is in line with national developments and provide reports on this for the Leadership Team, Governing Body, LA, OfSTED and other relevant bodies.
Personnel, staff development, recruitment and deployment:	<ul style="list-style-type: none"> To work with the Learning Area Leader to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. To be responsible for the efficient, effective deployment of subject technicians, support, temporary, agency and peripatetic staff. To undertake Performance Management Review(s) in line with the school policy and to act as reviewer for a group of staff within the subject. To make appropriate arrangements for classes when staff are absent, to secure appropriate cover within the subject area liaising with the Cover Supervisor/relevant staff. To participate in the selection and interview process for teaching and support staff posts when required and to ensure effective induction of new teaching and support staff in line with School procedures. To promote and develop teamwork and staff accountability and to motivate staff to ensure effective and positive working relations. To participate in the school's ITT programme. To be responsible for the day-to-day management of staff within the subject including monitoring their attendance, punctuality and team contribution and act as a positive role model. To be responsible for initiating and implementing trigger level absence procedures in line with school policy.
Quality Assurance:	<ul style="list-style-type: none"> To ensure the effective operation of quality control systems and implement School quality procedures ensuring adherence to those within the subject area. To establish the process of the setting of targets and standards within the subject and to lead the work towards their achievement contributing to the School procedures for lesson observations, peer observations and monitoring weeks. To establish common standards of learning and teaching practice within the subject including the implementation of marking, assessment and display policies and develop the effectiveness of teaching and learning styles in the subject. To monitor and evaluate the curriculum and subject in line with the requirements of the SEF, the School Development Plan and other agreed School procedures including evaluation against quality standards and performance criteria. To seek and implement modification, intervention and improvement where required. To ensure that the subject's quality procedures meet the requirements of Self Evaluation and the School and subject Area Development Plans.

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MAIN CORE DUTIES	
Operational/ Strategic Planning	Accountability and core responsibilities
Management of Information:	<ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information concerning the subject on the School's management information systems and produce reports within the quality assurance cycle for subject area. To make use of Raise On Line and other analysis and evaluate performance data on the subject area providing reports on this for the Leadership Team, Governing Body, OfSTED and LA as required. To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. To produce reports on examination performance, including the use of value-added data. In conjunction with the Learning Area Leader, to manage the subject area's collection of data. To provide documentation and reports as required by the Head Teacher, Governors, LA and relevant information relating to the subject's performance and development.
Communications , documentation and reports	<ul style="list-style-type: none"> To ensure that all members of the subject team are familiar with the School and Subject area's aims and objectives. To support a positive Subject Area ethos and partnership with parents and the community, by ensuring effective communication and consultation as appropriate with these partners, that relevant information is communicated to a range of audiences via the school website and the School's newsletter and all staff in the Subject Area are courteous to colleagues and provide a welcoming environment to visitors and telephone callers. To liaise with partner schools, further and higher education, Industry, Examination Boards, Awarding Bodies and other relevant bodies. To represent the Subject Area's views and interests to the Head.
Marketing and Liaison:	<ul style="list-style-type: none"> To contribute to School liaison and marketing activities, e.g. the production and collection of material for the website, press releases, the Prospectus, conferences and the effective promotion of the subject at Open Days/Evenings and other events. To actively promote and lead the development of effective subject links with external agencies including, LA schools, partner schools and organisations in the local, national and international community, attending where necessary liaison events with the organisations
Pastoral System:	<ul style="list-style-type: none"> To monitor and support the overall personal, academic and social progress and development of students within the subject. To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. To contribute to Personal, Social, Health, Citizenship, Careers and Enterprise (PSHCCE) education according to school policy. To ensure that the Subject implements the School's Behaviour and Rewards policies so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support and promote its distinctive mission and ethos and encourage staff and students to follow this example.

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Person Specification: Subject Leader / Co-ordinator – TLR 2b/a

The selection process is based on these criteria. At each stage of the selection process, an assessment will be made of the merits of each application to determine how far the criteria have been met.

Requirement	Criteria
Education, Qualification and Training	<ul style="list-style-type: none"> - DFE qualified teacher status. - Evidence of undertaking in-service training or attending conferences focused on developing professional skills and updating knowledge. - Competency in the use of ICT as a curricular and administrative tool.
Experience	<ul style="list-style-type: none"> - At least three years relevant and successful experience of teaching within a Department, Year Group, or equivalent. - Successful experience of management responsibilities i.e. managing staff and resources and developing educational strategies in a school or similar education related setting in the context of change. - Effective partnership working with other agencies, for example, Further and Community Education Services, Business, Feeder Primaries and Partner Schools. - Successful experience of introducing or implementing change and / or innovation in a school or similar setting. - Experience of success in teaching the national curriculum in KS3 and KS4 in the relevant subject.
Skills and abilities	<ul style="list-style-type: none"> - To develop and deliver a radical subject curriculum that meets the needs of all students, providing rapid catch-up for those that fall behind and stretching those that can progress faster than their peers. - To develop and implement appropriate measures to maximise the levels of educational achievement by all learners at the school. - To develop and deliver a vision for the subject which helps to carry forward the ambitious plans for the school. - To work as a member of the Learning Area Team.
Management skills	<ul style="list-style-type: none"> - To plan and manage the use of financial resources in an education setting. - To exercise effective staff management, and to lead and motivate others. - To generate effective working relationships at all levels. - To communicate clearly and effectively using a range of methods, as appropriate, to a variety of audiences.
Knowledge and understanding of:	<ul style="list-style-type: none"> - Current educational developments and legislative changes. - The major changes in the curriculum currently facing all schools, including monitoring and evaluation of curriculum delivery. - The principles of assessment and effective record keeping and their use to promote the personal development / progression of students. - The nature and needs of students and communities in inner city areas, such as Newham. - The potential to develop educational programmes to meet individual learning needs. - The provision that will be required to meet the special educational needs of all students within the subject. - Approaches to embedding independent learning in a secondary school setting, supported by ICT. - Issues of progression between the Key Stages and into post 16 provision. - Work related learning and vocational qualifications. - Effective quality assurance approaches, including performance management and staff development.
Commitment to and understanding of:	<ul style="list-style-type: none"> - The implementation of Equal Opportunities practice throughout the school. - The implementation of the Authority's policy of inclusive education. - The involvement of the Governors in the organisation of the school. - The promotion of community education and parental, business and community involvement in, and access to schools.