



An All-through Co-operative School

“Making School Memorable by Striving for Excellence”

JOB DESCRIPTION

JOB TITLE	SUBJECT LEADER
DEPARTMENT	Lower School
GRADE	TLR 2a
RESPONSIBLE TO	Head of Lower School

JOB PURPOSE

- To lead and manage the implementation and delivery of a curriculum area for all years up to Year 6, including the development of policies, systems and practice
- To promote the highest possible standards and achievement for all children.

POLICY FRAMEWORK AND REQUIREMENTS

The Subject Leader will be required to carry out his/her professional duties in accordance with the provision of the Education Acts 1944 and 1998 and subsequent legislation:

- any orders and regulations having effect there under
- the School Teachers Pay and Conditions Document 2009 (and future amendments to it)
- relevant LA policies, in particular the LA's curriculum statement Excellence and Equality

PROFESSIONAL DUTIES

The Subject Leader will be required to carry out the professional duties of a teacher other than a Headteacher (as described in Part 10 of the Pay and Conditions Document September 2009) including those duties particularly assigned to him/her by the Head of Lower School. He/she shall play a major role under the overall direction of the Head of Lower School in managing:

- the implementation and delivery of a curriculum area, and related school initiatives
- the monitoring, evaluation and improvement of standards in a curriculum area, in terms of teaching & learning and attainment & progress
- staff development and training
- resources

Key areas of responsibility for a Curriculum Area will be:

- **Strategic leadership and direction** – to establish clear systems for implementation and review of the curriculum area.
- **Behaviour and discipline** – to support the rules and values of the school and measures for promoting among children proper regard for others, understanding of the school rules and self-discipline.

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- To ensure the maintenance of good order and discipline at all times when children are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere.
- **Staff development** – to support the Head of Lower School in working collaboratively towards a shared vision.
- To plan and deliver professional development relating to the implementation and delivery of the curriculum area.
- **Performance management** – to support the Head of Lower School in implementing the school's performance management arrangements and identify staff training needs.
- **Extra-curriculum provision** – to assist in overseeing any after school and lunchtime activities to ensure efficient, effective and safe provision.
- **Curriculum leadership** – to lead, manage, monitor and support the implementation of effective learning in a curriculum area.
- **Line management** – to line manage staff as appropriate as the school increases to its capacity.
- **Assessment and target setting** – to be responsible for ensuring that good systems are in place for the assessment and tracking of children's progress across the curriculum, and monitoring the effectiveness of those systems.

Other duties of the Curriculum Leader will be:

- **Curriculum** – in liaison with the Head of Lower School, to determine, organise and implement appropriate learning for the Lower School, having regard to the EYFS and National Curriculum and to the needs, experience, values, language, and interests of children and their families and communities; to the aptitudes and stages of development of children; and to the available resources, both material and human.
- **Teaching and learning** – to assist the Head of Lower School in monitoring and evaluating teaching and learning and to promote good standards of professional performance. .
- To be a role-model of excellent teaching practice.
- **Pastoral care** – to ensure children's welfare, well-being and safety is secure, in line with national and school policy and practice.
- **Relations with parents and other agencies** – to ensure that parents receive regular information about the teaching of a core curriculum area and the progress of their children, so as to involve parents as partners in the education of their children.
- In collaboration with other staff establish and maintain effective relationships with agencies outside the school, including organisations in the local community.
- **Equal opportunity** – to help staff monitor children's performance and conduct by race and gender, and take corrective action to reduce and remove inequalities that are identified with the aim to improve standards.
- **Review** – to keep under review the work and organisation of the Lower School and at all times to promote the professional performance of all staff.
- **Any other duties** at the direction of the Head of Lower School.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

This job description should be read in conjunction with the School Teachers' pay and conditions document DFE 2017.

Job descriptions are reviewed annually and may be amended following discussion with the postholder.