



# St Philomena's

## Catholic High School for Girls

### JOB DESCRIPTION

Post Title	<b>Subject Leader</b>
Purpose:	<ul style="list-style-type: none"> <li>To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.</li> <li>To be accountable for student progress and development within the subject area.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</li> <li>To be accountable for leading, managing and developing the subject/curriculum area.</li> <li>To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li> </ul>
Reporting to:	Senior Line Manager
Responsible for:	Teaching staff and other relevant personnel within the department.
Liaising with:	Head/Deputies, other Subject Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents.
Working time:	195 days per year. Full-time
Disclosure level	Enhanced

### Main (Core) Duties

Operational/Strategic Planning	<ul style="list-style-type: none"> <li>To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>To work with colleagues to formulate aims, objectives and strategic plans for the department, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>To self evaluate and assess impact of strategic objectives and progress.</li> <li>The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</li> <li>To actively monitor and follow up student progress.</li> <li>To actively monitor the quality of teaching and learning.</li> <li>To implement School Policies and Procedures, e.g., Equal Opportunities, Health and Safety etc.</li> <li>To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area and the aims and objectives of the School.</li> <li>To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager</li> </ul>
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Curriculum Provision:	<ul style="list-style-type: none"> <li>To liaise with the Senior Link for curriculum (or equivalent) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.</li> </ul>
Curriculum Development	<ul style="list-style-type: none"> <li>To lead curriculum development for the whole department.</li> <li>To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>To liaise with the Senior Link Teaching and Learning to maintain accreditation with the relevant examination and validating bodies for CPD (or equivalent).</li> </ul>
Staffing Staff Development  Recruitment/Deployment of Staff	<ul style="list-style-type: none"> <li>To work with the Senior Link Teaching and Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>To be responsible for the efficient and effective deployment of the Department's technicians/support staff if applicable.</li> <li>To undertake Appraisal Review(s) and to act as reviewer for a group of staff within the designated department.</li> <li>To make appropriate arrangements for classes when staff are with the Cover Supervisor/relevant staff to secure appropriate cover within the department.</li> <li>To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>To participate in the school's ITT programme.</li> <li>To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>To ensure the effective operation of quality control systems.</li> <li>To establish the process of the setting of targets within the department and to work towards their achievement.</li> <li>To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.</li> <li>To contribute to the School procedures for lesson observation.</li> <li>To implement School quality procedures and to ensure adherence to those within the department.</li> <li>To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>To seek/implement modification and improvement where required.</li> <li>To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Development Plan.</li> </ul>
Management Information	<ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>To make use of analysis and evaluate performance data provided.</li> <li>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.</li> <li>To produce reports within the quality assurance cycle for the department.</li> <li>To produce reports and data in line with the Assessment Recording and Reporting calendar.</li> <li>To produce reports on examination performance, including the use of value-added data.</li> </ul>

	<ul style="list-style-type: none"> <li>• In conjunction with the relevant Senior Link, to manage the Department's collection of data.</li> <li>• To provide the Governing Body with relevant information relating to the Departmental performance and development.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with its aims and objectives.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education, industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> <li>• To represent the Department's views and interests.</li> </ul>
Marketing and Liaison:	<ul style="list-style-type: none"> <li>• To contribute to the School liaison and marketing activities.</li> <li>• To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> <li>• To produce newsletters and contribute to the relevant areas on the website.</li> </ul>
Management of Resources:	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To work with the Senior Link in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
Pastoral Systems:	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the department.</li> <li>• 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.</li> <li>• To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>• To contribute to PSHE, citizenship and enterprise according to school policy.</li> <li>• To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</li> <li>• To oversee the academic performance of your tutees.</li> <li>• To support the Catholic ethos of the school.</li> </ul>
Teaching:	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching.</li> <li>• To ensure the learning environment is of a high standard and classroom display is conducive to learning. Display should be updated half termly in accordance with the school's Display Policy.</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.</li> </ul>

## Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

To undertake such other duties that may be requested by the Headteacher.

### **Ethos and Culture**

To provide leadership in promoting an ethos and culture within the department that is in line with achieving the aims of the school.

To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.

### **Equality and Diversity**

Work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.

### **Training and Development**

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the Subject Leader will be reviewed at least once a year by the line manager.

### **Safeguarding**

St Philomena's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

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 a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

St Philomena's is a non-smoking site.

Signature: ..... Date: .....

Headteacher's signature: ..... Date: .....