



Archbishop Tenison's School

Job Description and Person Specification

Job details

Job title: Subject Leader

Salary: TLR

Contract type: Full time

Reporting to: SLT

Main purpose

You will be required to carry out the duties of a School teacher as set out in the current School teacher's Pay and Conditions document including:

- To ensure that the aims of the school are put into practice and that high standards of work and behaviour are maintained.
- To teach subject(s) of the school curriculum in order to promote effective learning for all pupils
- To contribute to the spiritual, moral, social and cultural development of all pupils in the school.
- To undertake any additional responsibilities or duties as reasonably determined by the Headteacher

In addition, a **Subject Leader** will also undertake the following duties and responsibilities:

- Provide professional leadership and management for allocated curriculum area including the development of a robust plan for outstanding teaching and learning and outcomes
- Assume the role of 'subject' specialist and develop a curriculum that is relevant and 'rich' in knowledge
- To take an active role in whole school training/ curriculum development which reflects the school's Church of England values

Duties and responsibilities

As a Member of Staff

Under the guidance and direction of the Headteacher:

- Carry out the professional duties of a school teacher in line with the current published Teachers' Standards
- Carry out a share of supervisory duties in accordance with published rosters
- Participate in appropriate meetings with colleagues and parents in relation to professional duties
- Attend school assemblies
- Implement Whole School Policies

- Take responsibility for your own professional development and individual career plan, which will be supported by the School/ SDBE MAT wherever possible.
- To Safeguard the welfare of children and young people

As a Member of a Pastoral Team

Under the guidance and direction of the Pastoral Leader:

- Keep an accurate and up to date form – register and to inform the Pastoral Leader of any absences not covered
- Comment on reports and summarise achievement not covered in academic reports, monitor academic achievement
- Prepare initial drafts for references, testimonials and reports to outside agencies as required.
- Insist on and monitor high standards of class and homework, behaviour, attendance, punctuality and uniform from members of form groups.
- Use form tutor time well, ensuring pupils remain in their form rooms at these times.
- Attend assemblies with the form group and supervise their arrival, behaviour and departure throughout.
- Participate in parents' evenings involving the form group and foster good home/school relationships

You will be required to carry out any other duty/ responsibility in line with the post as directed by the Headteacher.

Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status [note: this is a requirement under the STPCD] • Degree
Experience	<ul style="list-style-type: none"> • Experience teaching Key Stage 3 and 4 in a similar context • Experience of implementing initiatives that improve learning and progress for children
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of curriculum developments related to the post. • Ability to use recent developments to inform own practice • Good understanding of how children learn and how to raise standards of achievement. • Good administrative and organisational skills. • Ability to use school based IT systems and software related to the post
Personal qualities	<ul style="list-style-type: none"> • A passion for education and making a difference • Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing • Effective in taking the initiative and showing a spirit of adventure to explore and expand their own learning independently beyond the basic mastery of skills. • Effective reflection - Examine and critique the work or performance of themselves to make modifications and continuously improve. • Effective in managing behaviour and in motivating all learners to make a positive contribution to the learning environment and fulfil their potential for learning. • Commitment to the safeguarding of all learners.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: **December 2019**

Next review date: **July 2021**

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____