GARTH HILL COLLEGE
JOB DESCRIPTION

Post Title: SUBJECT LEADER

Post Purpose:

- Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To raise standards of pupil/student attainment and achievement within the subject area and to monitor and support pupil/student progress.
- To be accountable for pupil/student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils/students studying the subject, in accordance with the aims of the College and the curricular policies.
- To be accountable for leading, managing and developing the subject.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the subject area.

Reporting to: Curriculum Team Leader and appropriate members of Leadership Group.

Responsible for: teaching staff and other specified personnel within the subject area.

Liaising with: Principal, Leadership Team, other subject/curriculum leaders, support staff, other relevant staff across the college and parents/carers

Salary/Grade: MPS plus TLR 2b

PRINCIPAL RESPONSIBILITES

OPERATIONAL/STRATEGIC PLANNING:

1. To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject.
2. To be responsible for the day-to-day management, control and operation of course provision with the subject area, including effective deployment of staff and physical resources.
3. To implement College policies and procedures, e.g. Teaching and Learning, Equal Opportunities, Health & Safety, COSHH, Accommodation Strategy, etc.
4. To lead and manage the business planning function of the subject, including development plan, budget cost plan and self-evaluation (Dept. SEF).
5. To ensure that Health & Safety policies and practices, including Risk Assessments, throughout the subject area are in-line with requirements, updated where necessary.

CURRICULUM:

6. To lead curriculum development in the subject area, including planning, implementing and reviewing the curriculum within the framework of the National Curriculum and at post 16 and keeping up-to-date with national developments and initiatives at national and regional level.
7. To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the College's plans and priorities.
8. To implement, monitor and actively promote all College policies and learning strategies, e.g. CMCD, BLP, Health & Safety, etc.
9. To develop and enhance the application of new technology learning resources in the subject area.
10. To maintain accreditation with the relevant examination and validating bodies.

STAFFING:

11. To ensure that staff development needs in the subject area are identified and that appropriate programmes are designed to meet such needs.
12. To continue own professional development as agreed with Line Manager.
13. To be responsible for the efficient and effective deployment of the subject area's staff.
14. To develop and train staff in the subject area and participate in Performance Management arrangements and the supervision of Newly Qualified, Graduate, Unqualified and student teachers.

15. To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover learning activities.
16. To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with College procedures.
17. To be responsible for the day-to-day management of staff in the subject area and act as a positive role model, promoting teamwork and motivating staff to ensure effective working relations.

QUALITY ASSURANCE:

18. To establish the process of the setting of targets for the subject area and to work towards their achievement.
19. To establish common standards of practice within the subject.
20. To implement the College's curriculum quality assurance procedures (CQA) and to monitor and evaluate the subject in line with these agreed procedures
21. To complete regular self-evaluation in line with college procedures.
22. All employees working with children and young people have a responsibility for safeguarding and promoting their welfare

MANAGEMENT INFORMATION:

23. To ensure that assessment is both regular and thorough in the subject area.
24. To make use of analysis and evaluate performance data provided and to identify and take appropriate action on issues arising from such data.
25. To ensure the maintenance of accurate and up-to-date information concerning the subject area on the management information system (via the Main Office).
26. To ensure the production of pupil/student reports, to a professional standard in accordance with College policy, within the quality assurance cycle for the Curriculum Area.
27. To organise GCSE and other public examination entries with the Examination Officer.

COMMUNICATIONS AND LIAISON:

28. To ensure that all members of the subject area are familiar with its aims and objectives.
29. To ensure effective communication/consultation as appropriate with the parents of pupils/students.
30. To represent the subject at the College's Curriculum Policy/Planning Group (CPG) and College's Senior Team.
31. To ensure effective partnership working with local schools and the wider community, Higher Education institutions, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
32. To hold regular subject meetings.
33. To ensure that the subject handbook, which includes syllabi, is kept fully up-to-date.

MANAGEMENT OF RESOURCES:

34. To manage the available resources of space, staff, finance and equipment efficiently within the limits, guidelines and procedures laid down. This includes deploying the subject area's budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
35. To work with the Vice or Assistant Principal (Curriculum) in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled.
36. To ensure that the subject areas learning spaces present a safe, ordered and stimulating environment.

PASTORAL SYSTEM:

37. To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
38. To ensure the College's Behaviour Management Policy is implemented within the subject area so that effective learning can take place.

COLLEGE ETHOS:

39. To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils/students follow this example.
40. To support the College in meeting its legal requirements for worship.
41. To comply with the College's Health & Safety policy and undertake risk assessments as appropriate.

GENERAL DUTIES:

42. To carry out the duties of a classroom teacher in accordance with the Teachers' Conditions of Service.
43. To carry out a share of supervisory duties in accordance with published schedules.
44. To participate in appropriate meetings with colleagues and parents relative to the above duties.
45. To carry out any reasonable duties as determined by the Principal.

NOTES:

46. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
47. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. On allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the College's published Time Budget Policy and have regard to the Teachers' Conditions of Employment.
48. This job description is not a comprehensive definition of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

SIGNATURES:

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed ……
(Teacher)

Dated ……

Signed ……
(Headteacher)

Dated ……..