

Haut-Lac International Bilingual School

JOB DESCRIPTION

Post: Subject Leader

Reporting to: Senior Leaders

General expectations:

- In line with our Duty of Care, act with due consideration for the health safety and welfare of everybody involved with the community of the school. This is defined in the Health and safety Policy ([appendix 1](#)) in the general section and the post specific section.
- Play an active and directional role in the school, lead by example motivating others in the fulfilling of the school mission and guiding statements.
- Create enthusiasm for participation in and actively support extra-curricular and supplementary activities organised by Haut-Lac and its PTA.

Core tasks specific to this post, in this section:

To lead and manage the subject area by

- ensuring that the subject is being taught in line with the school's Learning and Teaching policy
- providing subject leadership, ensuring that the curriculum area has breadth, balance, creativity, relevance and challenge to maximise every student's learning opportunities
- implementing appropriate pace
- organising class systems and structures where necessary
- having an ongoing overview of all learning
- ensuring that the curriculum coverage offers continuity and progression for all pupils
- respecting the school's approach to languages as outlined in the school policy
- promoting intercultural awareness
- encouraging differentiation using a variety of appropriate teaching and learning styles

To develop the subject area by

- collating and providing evidence of impact of the subject in the curriculum
- attending relevant CPD and building new and effective teaching and learning into the curriculum content and delivery
- updating own up to date subject knowledge
- effecting an annual subject audit, identifying strategic and operational priorities for subject development and CPD needs (budget operational and development)
- ensuring that subject area is being linked to other curriculum areas suggesting links where necessary

To manage assessment and evaluation in the subject area by

- overseeing the good quality of report writing within subject area
- promoting assessment for learning through formative and summative assessments
- developing effective feedback skills

To provide documentation for the subject area by

- producing all documentation required for the efficient running of and development of the subject
- providing the Senior Leaders with comprehensive information on the subject area to be included in information to be distributed to parents
- coordinating appropriate subject documentation for all evaluation visits

Participating in performance management by

- participating in the development and implementation of the staff performance management system as and when needed

General tasks for the role

- Leading and managing the budget setting process for the subject, detailing expected running and development costs
- Managing the subject budget keeping accurate records of all expenditure
- Assisting Senior Leaders in the implementation of both curriculum and assessment matters pertaining to the subject area

- Contributing towards the transfer process of students throughout the school

Contributions to school and community life

- Visible commitment to the mission, vision and values of the school
- Contribution to development of teaching in subject /year group
- Attendance and punctuality
- Attendance and contribution at workshops
- Attendance at and involvement in school events
- Respect of policies; academic, pastoral and administrative
- Team work and collaboration
- Empathy with students, parents and colleagues
- Good role model, modelling expected student behaviour
- Proactive and positive attitude
- Constructive problem solving

Reviewed : April 2016