

JOB DESCRIPTION

Subject Leader



The duties of a Subject Leader include:

- Aims and Objectives**
- 1 a) contributing to the whole school annual review of its development plan.
 - b) ensuring that the department's development plan is constantly reviewed and followed:
- Link with the Head**
- 2 keeping the Head and Senior Leadership Team fully informed of developments in the department and acting as a link with the department members;
- Leadership**
- 3 a) assisting in the overall leadership of the school and representing the department at Middle Leaders' Forum Meetings;
 - b) preparing reports to the governing body as required and liaising with link governor to keep him/her fully informed of developments within the department.
- Management staff**
- 4 a) assisting in the management of school's arrangements for Performance Management
 - b) taking a part in the appointment of teachers to the department;
- Deployment of staff**
- 5 ensuring that teachers are deployed in a way which is consistent with their strengths and weaknesses and their career development as well as fulfilling the needs of the school;
- Inservice training**
- 6 a) assisting the development of teachers' professional skills and keeping up to date with developments in the subject and in other aspects of education;
 - b) co-ordinating the training needs of the Department;
- Teaching practice**
- 7 contributing to the initial training of student teachers on teaching practice;
- NQT year and induction of new teachers**
- 8 contributing to the arrangements for the NQT year of new members to the profession and to the induction programme of other new teachers in the school;
- Policies and Practice**
- 9 a) devising, reviewing and amending, as requires departmental policies particularly the Teaching and Learning policy to ensure progression
 - b) ensuring that short, medium and long term planning/schemes of work are developed and reviewed for all the department's courses at both key stages, incorporating a range of teaching and learning styles and materials to motivate, extend, support and sustain the full range of students
- Monitoring work**
- 10 monitoring work in the department according to the school's Quality Assurance Framework, including monitoring the progress, disciplining according to the school's DFL policy to maintain positive behaviour patterns, encouraging and supporting the work of students;

- Assessment** 11 a) devising and implementing programmes of assessment and support within the department, implementing reporting procedures in line with the school's policy
- b) establishing within the team and in line with the school's policy and practice the identification of underachieving pupils within the department and the establishment of structures to improve progress
- Examinations** 12 a) ensuring that appropriate internal assessments are set and marked and that the highest possible levels of achievement are aimed for in external examinations;
- b) overseeing the examination entries for the department;
- Raising Achievement** 13 a) working with the Senior Leader Line Manager in developing a range of strategies to improve achievement
- b) ensuring the maintenance of departmental records and making statistical returns to school leadership on student performance as required
- Meetings** 14 holding regular departmental meetings ensuring that agendas and minutes are circulated and copies are complete and up to date;
- External liaison** 15 acting as a point of contact for the school and the department with outside agencies; in particular with:
- a) the adviser
b) examination board
c) other schools
d) parents
e) book and equipment suppliers
- Homework** 16 ensuring that the department has a homework policy which is strictly kept to by teachers and students and which challenges the most able students;
- Resources** 17 managing the departmental budget, physical resources and learning resources in consultation with the members of the department.
- Health & Safety** 18. a) ensuring awareness of and adherence to the school's Health and Safety policy , with particular regard to the distinct requirements of the department
b) ensuring regular risk assessments take place and preparing relevant documentation pertaining to risk assessment for events within the department
- Work for absent teachers** 19 organising the setting of work for departmental teachers who are absent from school for any reason;
- Enhancement** 20 encouraging extra curricular activities to meet the enjoy and achieve ECM agenda

Harrytown Romiley Stockport SK6 3BX

T: 0161 494 1222 F: 0161 494 1397 Headteacher: Mr A Conroy
www.wernethschool.com E: admin@wernethschool.com

