**JOB DESCRIPTION**

Job Title: Subject Leader

TLR2a £3,280 pa plus R&R for an excellent candidate

Reporting To: SLT Link

**Roles and Responsibilities for a Subject Leader**

To be, a highly effective professional who demonstrates with excellent curriculum knowledge. To teach, manage and assess effectively and take responsibility for students’ in order that they progress, achieve and aspire to a high level.

**Core requirements of the post**

In the context of The Oxford Academy you will, in particular:

* + inspire trust and confidence in students and colleagues;
	+ lead and manage the department and build team commitment with colleagues;
	+ engage and motivate students through participation in varied pathways across phases in the age range 10-19 through excellent classroom practice and knowledge;
	+ ensure that students’ make progress in relation to appropriately challenging targets using local, national and international data sets;
	+ work with a commitment to improving students’ skills of reading, writing, confident use of number and ICT; and
	+ support the Academy programme to promote student leadership.

**Duties and Responsibilities will include:**

* contributing to the identification of clear targets for achievement in the subject and evaluating progress through the use of appropriate assessments and records and regular analysis of performance data.
* monitoring progress and evaluating the effects on learning by working alongside colleagues, analysing work and outcomes.
* contributing towards establishing assessment for learning in the focus subject and evaluating progress through the use of appropriate assessments and records.
* monitoring progress and evaluating the quality and effectiveness of teaching by working alongside colleagues, analysing work and outcomes.
* evaluating the teaching of the subject by the monitoring of teachers' plans and through work analysis, identifying effective practice and areas for improvement, and taking appropriate action to improve further the quality of teaching.
* developing plans for the subject that identifies clear targets, times-scales and success criteria for its development and/or maintenance in line with the Academy development plan.
* ensuring that the Headteacher, SLT and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the Academy Improvement Plan (AIP).
* supporting, facilitating and monitoring the progress of the designated subject / area development plans to ensure they make a significant contribution to the Academy improvement plan
* facilitating an ethos within the subject team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
* ensuring that teachers are aware of the implications of equality of opportunity which the subject raises.
* assessing the learning of each student in the subject and involving the child and parents in their future learning needs and ensuring they are regularly and fully informed as a result of assessments.
* ensuring students are taught within a productive, safe and personalised working environment within their own subject area.
* supporting colleagues to create a stimulating learning environment for the teaching and learning of the subject.
* acting as a performance manager reviewer for those teachers for whom you have a line manager responsibility

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The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at The Oxford Academy (TOA). It is not intended to be a comprehensive listing of every task that a TOA employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

The appointment is subject to the current conditions of employment for teachers contained in the School Teacher’s Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation. The post holder will report to the Headteacher (or through a designated SLT Link). The post holder will work in cooperation with other staff.