

# The Blue Coat School



## JOB DESCRIPTION

### Subject Co-ordinator

Salary Range:	Teaching and learning responsibility
Accountable to:	Head of department
Responsible for:	Identified departmental staff

#### Job Purpose:

Assist the head of department in the development and implementation of systems and procedures (as set out below) to support the smooth operation and continuous development of the department. This will provide high levels of challenge and support in order to ensure high standards of learning, teaching and conduct in a safe environment so that all students achieve their very best.

The post holder will:

- Support the head of department in leading and managing the work of teachers in the department;
- Support the head of department in the monitoring, evaluation and guiding of other teachers, using their knowledge of good practice in the subject;
- Be responsible for the implementation and delivery of a specific part of the curriculum to ensure students develop and apply their knowledge, understanding and skills in the subject area;
- Be responsible for the outcomes of students who take this subject in the area identified;
- Will have line management or subject responsibility for some of the staff who teach the subject and be expected to contribute to the support, challenge and development of pedagogy in the subject.

#### Principal Duties and Responsibilities

##### Class teacher responsibilities

- Where appropriate, carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

The subject co-ordinator will work under the direction, support and challenge of the head of department. In this context, the post holder will assist with:-

##### Leadership and Strategy

- Support and secure the commitment of others to the vision, ethos, direction and policies of the school and promote high levels of achievement in the department.
- Support the head of department in the creation and implementation of the school and area improvement plans and to take responsibility for areas relating specifically the department.
- Support all staff in achieving the priorities and targets of the department.
- Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on the department.
- Ensure that parents are well informed about the curriculum and students' progress in the department.
- Support the senior leadership team in developing links with parents of students in the school.

### Teaching and Learning

- Support the senior leadership team in determining, organising, implementing, monitoring and evaluating the curriculum.
- Support the senior leadership team in establishing a stimulating and challenging learning environment that secures effective learning and encourages high standards of conduct, aspirations and achievement.
- Take responsibility for the monitoring of curriculum provision throughout the department, liaising appropriately with support teams and class teachers.
- Support the senior leadership team in the monitoring of the quality of teaching, learning and student achievements within the department, including the analysis of performance data.

### Leading and Managing Staff

- Direct, support and challenge the management and delivery of boys and girls core and extra-curricular activity.
- Support the development of positive working relationships with and between all students and staff within the school.
- Lead groups of staff in development activities and evaluate outcomes.
- Support the performance management process and use the process to develop the personal and professional effectiveness of staff within the department.
- Provide support to teachers, newly qualified teachers, supply teachers and support staff as part of an induction process.
- Ensure that the senior leadership team and governors are well informed about policies, practices, developments and future needs.

### Effective Deployment of Resources

- Ensure the efficient and effective deployment of staff within the department.
- Ensure the effective deployment of other resources within the department.
- Support all staff within the department to have responsibility for their own work life balance.
- Work with the head of department to establish priorities for expenditure and monitor the effectiveness of the use of resources in the department.
- Ensure all department resources are obtained in accordance with approved financial procedures.

### Other

Engage with appropriate training and development opportunities to promote the professional effectiveness of this role.

Encourage, support and contribute to the co-ordination and delivery of extra-curricular other opportunities for students.

### Person Specification

#### Evidence to be provided on the Application Form and/or supporting statement

	Essential	Desirable
Commitment to safeguarding and promoting the welfare of young people	✓	
Educated to Degree Level	✓	
Qualified Teacher Status	✓	
Further learning in preparation for middle leadership		✓
A successful track record as a middle leader in secondary phase of education		✓
Teaching experience in more than one school including experience of post 16 education		✓

Ability to teach across a range of subjects and key stages		✓
<b>Evidence to be provided during the selection activities and/or in supporting statement:</b>		
<b><i>Candidates should be able to demonstrate a good knowledge, experience and understanding of the following:</i></b>		
Outstanding learning and teaching and how to achieve it within a department		
The process of strategic planning and school improvement planning within a department		
Inspiring confidence, motivating and empowering others		
Ensuring the development of young people and their welfare is at the heart of all decisions		
Supporting a school vision		
Effective leadership and management of staff, including professional development and appraisal		
Appreciating the role of the Governing Body of a high performing school		
Effective communication with school stakeholders		
Identifying strengths and weaknesses in individuals and systems, effectively managing change and holding others to account		
Working under pressure, making effective decisions, meeting deadlines and delegation		
Creative thinking and problem solving		
Financial planning, budgetary management and accountability		
School links with the local community and others		
<b>Disclosure</b>		
The governing body is committed to safeguarding and promoting the welfare of students. According to the statutory regulations of safeguarding, the post holder is subject to enhanced disclosure from the Disclosure and Barring Service (DBS) and any other statutorily required checks.		
<b>Other</b>		
<ul style="list-style-type: none"> <li>• This appointment is with the governors of the school under the terms of a contract signed with the governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.</li> <li>• All employees of The Blue Coat School have a responsibility to comply with school policies and procedures, including those relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.</li> <li>• All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.</li> <li>• The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.</li> <li>• This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.</li> </ul>		