

Ely College
Assistant Curriculum Leader /
Subject Leader
JOB DESCRIPTION

Scale: Main Pay Scale
Hours: Full Time / Depending on Subject
TLR: Band 2 Point 1
Responsible to: Curriculum Leader

ROLE

To lead the subject team or assist in the leadership of the curriculum team in its responsibility to provide high standards of teaching and promote a positive learning environment within the wider Curriculum Team.

Responsible for the academic and wider achievement of students within that subject or curriculum area.

Main Duties and Responsibilities

The duties and responsibilities outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

As a leader within the Team

- Support the establishment of high expectations of student achievement and progress.
- By personal example and practice, establish high expectations and standards for both staff and students in line with the Team's and School's policies
- Contribute positively to the Team's identity, focusing upon high expectations, strong identity and positive attitudes.
- Lead, as appropriate, Team meetings, assemblies, etc.
- Contribute to the PM of subject teachers within the Team, in discussion with the SLT Link, CL and ST.
- Ensure that the Team's physical environment promotes and celebrates learning and achievement.

Staff management

- Encourage, facilitate and focus the subject teachers' attention upon developing the quality of teaching and learning.
- Monitor and evaluate the practice across the subject to celebrate good practice and ensure consistency.
- Keep the subject teachers informed of curriculum and pedagogical developments, at a local and national level.
- In consultation with the line manager, support the professional development of subject teachers, through inset, coaching, sharing good practice.
- Establish a positive annual cycle of self-improvement in line with the team's and the whole school policy : self-evaluation, Team Development Planning, monitoring and evaluation
- Ensure that individual teachers are aware of data relating to the progress of their students.

Student progress

- Ensure that students are appropriately taught and prepared for external exams at Key Stage 3, 4 and 5
- Monitor and evaluate the progress of students against their potential
- Coordinate, promote and celebrate activities / events that encourage and recognise achievement.
- Provide students with opportunities to feedback on developments and progress.

Communication with Parents

- Ensure that parents are informed of issues affecting the progress of their child.
- Support and monitor teachers' communication with parents to ensure that they are engaged in their child's education.
- Oversee the reporting of progress in the subject area to parents.

Subject leadership

- Ensure that there is efficient and effective use of resources across the whole Team.
- Advise the Curriculum Leader/SLT Link of the timetable needs of the subject(s), including accommodation, groupings of students and deployment of teachers and TAs, etc.
- Ensure that there are consistent routines, expectations and policies across the different subjects within the Team.
- Represent the subject's views, concerns and interests to the Curriculum Leader/ SLT Link.

Specific duties within identified roles are adopted in discussion with Leadership Team/ Curriculum Leaders.

The postholder has an implicit duty to promote the welfare and safeguarding of all children and young people. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

Criteria	Essential/Desirable
Qualifications	
Relevant Degree	E
Teaching Qualification	E
Evidence of regular, relevant and recent professional development	E
Experience	
Substantial teaching experience with a track record of high achievement	E
Abilities, skills and knowledge	
A strategic and innovative thinker, with a vision for the team, and the ability to take a strategic view and work with others to deliver improvement	E
Ability to work with clear and measurable objectives to provide year on year improvement	E
Ability to inspire high levels of student performance	E
Demonstrate proven leadership qualities, with the ability to gain the confidence and respect of staff and motivate them to achieve highly	D
Ability to work within tight financial budgets	E
High standards of communication and interpersonal skills, with the ability to build strong relationships with students, parents, staff, governors and the wider community	E
Strong analytical skills, with a good knowledge of ICT systems to enable its use in department performance analysis.	D
Ability to develop the use of ICT within Teaching and Learning	E
Professional knowledge and understanding	
In depth knowledge of relevant curriculum area(s) and experience of monitoring and assessment methods	D
Personal Qualities	
Ability to work co-operatively with colleagues of other disciplines	E
Enthusiasm, energy and a positive approach toward leading students and staff	E
A clear commitment to the principles of continuous professional development for staff as a means of raising achievement	E