


Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Post No.		
Date drafted	October 2019	
Date reviewed		
 <p>ALEC REED ACADEMY PROUD TO LEARN</p>		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.</p> <p>It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<h3>MANAGEMENT DETAILS</h3>		
Job Title	Subject Leader – PSHE & Citizenship	
Location/work base	Curriculum subject area	
Grade	TLR2b	
Reporting to:	The Governing Body through the Principal	
Line Manager	Associate Principal also responsible for Curriculum Development and Safeguarding	
Posts directly supervised:	Designated staff in the subject team	
Staff or contractors indirectly supervised		
<h3>THE MAIN PURPOSE OF THE JOB</h3>		
<p>Purpose:</p> <ul style="list-style-type: none"> To be responsible to your line manager for ensuring the effective co-ordination of all aspects of PSHE & Citizenship teaching To effectively lead the learning and teaching of PSHE & Citizenship To contribute to the monitoring of standards of performance of learning and teaching To ensure provision of a high quality PSHE & Citizenship Scheme of Learning for students in the Secondary Phase with the aims of the Academy and the curricular policies determined by the Principal and Governing Body To drive for continuous improvement of PSHE & Citizenship results To develop and enhance the teaching practice of others To plan for, develop and lead the effective use of PSHE & Citizenship resources within the Curriculum area To contribute to ensuring that the Academy is a disciplined, well-ordered place for purposeful learning <p>Targets:</p> <p>To be agreed upon appointment and updated as part of annual cycle of Appraisal and review.</p>		

Key Areas of Responsibility:

1. Curriculum

1.1 The Subject Leader - PSHE & Citizenship is responsible for the outcomes in their subject

1.2 The Subject Leader - PSHE & Citizenship is also responsible for Sex & Relationships Education including co-ordinating the schemes of learning for, and any training necessary for staff delivering SRE and for the delivery of lessons.

1.3 The Subject Leader - PSHE & Citizenship is responsible for producing schemes of work and assessment which complies with:

- i) National requirements, such as the Ealing Agreed Syllabus.
- ii) The published aims and objectives of Alec Reed Academy having particular regard to its obligations as an Academy.
- iii) The Academy's overall policies or methodologies and assessment systems as defined by the Principal and CEO.

1.4 The Subject Leader - PSHE & Citizenship is responsible for securing and monitoring the implementation of schemes of work by staff responsible within their Key Stage and trainee teachers on teaching practice.

1.5 The Subject Leader - PSHE & Citizenship is responsible for the management of internal examinations, moderation and teacher assessment within Key Stages 3, 4 and 5 and the tracking of pupil progress using the data generated, including:

- i) Continuing to develop assessments, where necessary, which support students as they learn the skills needed to achieve at GCSE.
- ii) Plan and implement the teaching of revision and independent learning techniques which are built into the assessment cycle.
- iii) Use 4 matrix and ALPS to identify students who are not making progress and ensure interventions are put in place swiftly.

1.6 The Subject Leader - PSHE & Citizenship is expected to be familiar with local and national developments and to advise their line manager, Assistant Principal and/or Associate Principal as required.

2. Staffing

The Subject Leader - PSHE & Citizenship is required to:

2.1 Contribute to the appraisal process both in terms of his/her own performance and also the performance of staff for whom they are responsible.

2.2 Negotiate targets as well as supervise and support the work of subject staff and trainee teachers on teaching practice.

2.3 Carry out and secure the carrying out by subject staff of Academy Policy and procedures as defined by the responsible Associate Principal and the Principal & CEO.

2.4 Assist in the appointment of staff as requested in association with their line manager and their deployment in the timetable in consultation with the Principal & CEO and Associate Principal.

2.5 Support the professional development of staff by identifying Professional Development needs and, in conjunction with their line manager, ensure its provision.

3. Students

3.1 The Subject Leader - PSHE & Citizenship is responsible for the good conduct of students within the subject and providing support to staff where necessary. Where required, liaison should occur with the appropriate Head of Year as well as their Curriculum Leader and Associate Principal.

3.2 The Subject Leader - PSHE & Citizenship should be available to advise students and their parents on all matters concerning their studies, examination and progression.

4. Management

The Subject Leader - PSHE & Citizenship is expected to:

4.1 Hold regular meetings with the staff they manage and provide feedback on issues discussed with their line manager.

4.2 Liaise with their Line Manager in the allocation of responsibilities amongst subject staff.

4.3 Be responsible to their Line Manager for: the condition of the subject teaching rooms, resources and materials; maintaining and developing stocks of teaching materials; encouraging the creation of stimulating displays; maintaining records in accordance with Academy policy and supplying reports and information as necessary; contributing to the production of annual results report and analysis in association with their Line Manager to the Principal in the Autumn term; contributing to the production of the annual improvement plan, as well as contributing to the evaluation of existing improvement plans; helping to ensure that the curriculum area's allocated budget is spent in accordance with the Improvement Plan and that that value for money is sought; contributing to ensuring that all subject staff are involved in the Improvement Planning process.

5. General

The Subject Leader - PSHE & Citizenship is required to:

5.1 Encourage and support the provision of enrichment activities, including the Academy specialism of Enterprise.

5.2 Promote the ethos of the Academy.

5.3 Be a tutor to a form group.

5.4 Undertake such duties as their respective Line Manager and Associate Principal may determine as reasonably falling within the role of Subject Leader - PSHE & Citizenship.

5.5 Undertake whole Academy duties as may be reasonably determined by the Principal & CEO.

The detail determined here refers to the particular responsibilities of a Subject Leader - PSHE & Citizenship. In addition each Subject Leader - PSHE & Citizenship is required to carry out their duties of a Teacher as set out in the Conditions of Employment as adopted by the Academy and as outlined in the Teacher Job Description.