

## De Lisle College

### Subject Leader Job Description

<b>Job Title:</b>	Subject Leader
<b>Accountable to:</b>	Headteacher and Senior Leader
<b>Pay range:</b>	TLR as per staffing structure
<b>Responsible for:</b>	Leading and managing a subject area and to support, develop and hold accountable those colleagues within their teams through the establishment and development of a cohesive team ethos.

#### **Areas of responsibility and key tasks:**

To be accountable for a discrete subject area and to support, hold accountable, develop and lead a team of people focusing on learning and student progress in that area.

#### **Areas of Responsibility and Key Tasks**

**a) Strategic direction and development of the subject area (with the support of, and under the direction of, the Headteacher, and link senior leader**

- Develop and implement policies and practices that reflect the school's commitment to academic excellence through highly effective teaching and learning.
- Develop plans for the area that identify clear targets, time-scales and success criteria for its development in line with the school development plan.
- Monitor and evaluate the effects of teaching on learning and progress by working alongside colleagues, analysing student outcomes and determining success and improvement priorities.

**b) Teaching and Learning**

- To keep abreast of developments in the subject area.
- To act as a subject consultant to other staff, including the Headteacher.
- To produce in consultation with colleagues written policies and guidance; and lead staff in the discussion of policy and guidance.

- To oversee the effective use of resources in the subject area.
- Ensure 'Best Value' in the procurement of resources in the subject area.
- Ensure legal compliance with statutory guidance in the subject area.
- Ensure continuity and progression in the area of teaching by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan and teaching and learning policy.
- Evaluate the teaching in the area by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching and learning.

### **c) Leading and Managing Staff**

- Enable all teachers to achieve expertise in planning for and teaching in the area through example, support and by leading or providing high quality professional development opportunities.
- Demonstrate an excellent ability to advise and support other teachers.
- Provide clear feedback, good support and sound advice to others.
- Provide examples, coaching and training to help others become more effective in their teaching.
- Help others to evaluate the impact of their teaching on raising students' achievement.
- Contribute to the appraisal of teachers in the area.
- Recruit and select teachers (and support staff where applicable).
- Ensure that the Headteacher, link senior leader and governors are well informed about policies, plans, priorities and targets for the area and that these are properly incorporated into the school development plan.

To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:

- School policies and guidelines on the curriculum and school organisation
- County policies
- National Professional Standards for teachers

- National Standards for Subject Leaders
- The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment
- Common core of skills and knowledge for the children's workforce.

All teachers have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.