# Hasmonean High School

**JOB DESCRIPTION**

***Job Title:*** Subject Leader - Economics

***Responsible to:*** Director of Learning Business and ICT

***Responsible for:*** Teaching staff and other relevant personnel within the Subject area.

***Liaising with:*** Executive Headteacher

Heads of School

Senior Leadership Team

Other Heads of Subject area and Subject Leaders

Student Support Services and

Relevant staff with cross-school responsibilities Relevant non-teaching support staff

LEA staff

Parents

***Working Time:*** 195 days per year. Full time

***Disclosure Level:*** Enhanced

***Duties:*** The School Teachers' Pay and Conditions Document (Part XI) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

***Allowance Attached to the Post:*** TLR 2a - £2,250

***Postholder:*** Vacant

**Core Purpose of the Subject Leader**

To ensure the entitlement of all students within the Learning Area (LA) to make progress and develop their skills, attributes, knowledge and understanding as young learners. To lead and co-ordinate colleagues teaching at both schools to ensure the delivery of the required outcomes for students. To support the Director of Learning in the development of Business and ICT. To work within the framework of national, local and school policies.

## Main Duties

**1. Subject Leader for Economics is responsible for:**

1. The progress of students within their area of responsibility at Key Stage 5
2. Promoting the development of the area in line with School, local, and national policies
3. Managing Learning and Teaching within the area to ensure best practice is recognised and shared including effective use of Moodle.
4. Leadership of colleagues to enhance their professional development
5. Supporting the work of the Director of Learning all Key Stages
6. Support of colleagues and students within the area-including keeping good and appropriate student behaviour so that students can maximise their learning opportunities, taking appropriate action, and referring to the line manager in the most serious cases, as appropriate
7. Targeting, monitoring and tracking students’ academic progress using national, local and school data e.g, CATs, FFT and school based assessments – supported by the Director of Learning.
8. Chairing meetings with colleagues where appropriate
9. Disseminating relevant information to teachers, parents, students and outside agencies.
10. Finding opportunities to promote, encourage and celebrate success – including for students’, staff, the area as a whole with the emphasis on promoting Biology
11. Checking progress and full reports, with guidance from the Director of Learning
12. Liaising and communicating with students, parents, staff and outside agencies as required, supported by the Director of Learning

**2. Quality Assurance**

1. To be aware of year group and individual student targets within the area of responsibility and to work towards their achievement.
2. To help to establish common standards of practice within the area of responsibility in line with school policies for standards, expectations and monitoring.
3. To work with the Director of Learning in the monitoring and evaluation of the area of responsibility in line with agreed school procedures including evaluation against quality standards and performance criteria.
4. To seek/implement modification and improvement where required within the relevant area of responsibility.
5. To ensure that the area’s quality assurance procedures meet the requirements of Self Evaluation and the Strategic Plan.

**3. Management Information**

1. To ensure the maintenance of accurate and up-to-date information concerning the relevant area of responsibility on the management information system/ shared area.
2. To assist in the use of analysis and evaluation of performance data.
3. To help to produce reports within the quality assurance cycle.
4. To assist in the production of reports on examination performance, including the use of value-added data.
5. **Communications**
6. To help ensure that all colleagues within the area of responsibility are familiar with the school’s aims and objectives.
7. To ensure effective and timely communication as appropriate with the parents of students.
8. **Marketing and Liaison**
9. To contribute to the school liaison and marketing activities, eg, the collection of material for press releases and parents’ news letter.
10. To contribute to and attend where necessary, liaison events in partner schools and the effective promotion of the school at Open Days/Evenings and other events in partner schools and the wider community.
11. To actively promote the development of effective subject links with partner schools as required.
12. **Teaching**

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

1. To teach, students according to their educational needs, including the setting and marking of all classwork and coursework carried out by students in school and

elsewhere.

1. To assess, record and report on the attendance, progress, development and

attainment of students and to keep such records as are required.

1. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
2. To ensure that ICT, Literacy, Numeracy are

reflected in the teaching/learning experience of students.

1. To undertake a designated programme of teaching.
2. To ensure a high quality learning experience for students which meets internal and external quality standards.
3. To prepare and update subject materials.
4. To use a variety of delivery methods which will stimulate learning appropriate to

student needs and demands of the syllabus.

1. To maintain good discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
2. To undertake assessment of students as requested by external examination bodies, Learning Areas and school procedures.
3. To mark, grade and give written/verbal and diagnostic feedback as required.

**12. Personal Responsibilities**

1. To play a full part in the life of the school community, to support its distinctive

ethos and to encourage staff and students to follow this example.

1. To actively promote school policies and procedures.
2. To be responsible for your own continued professional development.
3. To comply with the school’s Health & Safety policy and undertake risk assessments as appropriate.
4. To be courteous to colleagues, visitors and telephone callers and provide a

welcoming environment.

1. To undertake duties at break, at the end of the lunch period and after school on a rota basis.
2. To attend calendared meetings punctually.
3. To set cover work during leave of absence.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Executive Headteacher

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Date of Issue: October 2018**

**Mr A McClusky**

**Executive Headteacher**