



Lode Heath School

Job Description

Post Title:	Subject Leader of Food and Nutrition	Salary Grade:	MPS/UPS & TLR 2A (£2,721)
Location:	Lode Heath School	Salary Range:	MPS 1-6 UPS 1-3
Department :	Food and Nutrition	Weeks:	NA
Responsible to:	Headteacher Governors	Hours:	32.5

JOB PURPOSE:

To be responsible for all matters relating to the teaching, learning & assessment of Food and Nutrition.

To interpret the standards and expectations of the school, sharing responsibility for the welfare and discipline of students.

Teacher of Food and Nutrition primarily, and other subjects where required, according to the Teachers' Pay and Conditions Act.

To promote the general progress and well-being of individual students and of any class or group of students assigned to you principally but not exclusively by teaching Food and Nutrition.

To actively support the collegiate responsibilities across the school as a whole.

WORK PERFORMED:

The Subject Leader will:

1. Lead, manage and develop the subject (including setting clear targets) ensuring all departmental work meets the ethos, aims and objectives of the wider school.
2. Ensure all relevant curriculum and/ or syllabus developments and teaching & learning practices are implemented effectively in order to meet student needs at a subject, whole school level and beyond. This will include enrichment and field trip opportunities.
3. Lead on, implement and evaluate strategies to promote progress for all students.
4. Undertake a Quality Assurance programme to carefully and regularly monitor and evaluate:
 - Student progress and to plan and implement intervention accordingly to enable all students to achieve their best.
 - Staff within the department to ensure they are working to school policies, contributing to school and departmental targets and working to help every student achieve their best.
5. Have line management responsibility for all departmental staff
6. Attend relevant meetings, leading as appropriate, and communicate the work of the department to the school at large
7. Collaborate with others and contribution to and sharing of good practice at a whole school level.

All Subject Leaders will teach a designated number of lessons and will undertake and fulfil the responsibilities of a classroom teacher which includes the role of a form tutor:

1. Teach across the age and ability range to and including GCSE, in a professional manner, with full regard for the aims and objectives of the subject and current programmes of study.
2. Raise the contribution of the subject as part of the development of the whole child.
3. Provide a colourful, stimulating, supportive and challenging environment for learning.
4. Employ a wide range of pedagogical strategies to meet the needs of all students
5. Gather and use assessment data to plan and implement effective intervention work.
6. Follow agreed procedures on matters such as marking and providing feedback on student work, record keeping, report writing, disciplinary matters and the setting of homework.
7. Attend area, department meetings and parents' consultation meetings and other events within the annual calendar.
8. To actively support the collegiate responsibilities within the main teaching area, addressing aspects of delegated responsibility as appropriate.
9. Help draw up the school and department evaluation and development plans.
10. Perform such reasonable duties as required by the Headteacher, Deputy Headteacher and Head of Year.
11. To respond to the entitlement of all staff to professional development through an induction process and through his/her personal growth according to the Continuing Professional Development/Performance Management Scheme.
12. To promote the general progress and well-being of individual students and of any class or group of students assigned to him/ her principally but not exclusively as a form teacher.
13. Carrying out general administration, delivering appropriate material to tutees and attending assemblies & tutor time as a form tutor.
14. Take an equitable share of statutory duties.

PEOPLE RESPONSIBILITIES:

1. Line management for relevant staff members
2. To liaise with the other relevant TLR holders, line manager and Deputy Headteacher on a regular basis
3. UPS teachers are required to make a 'substantial and sustained' contribution to the wider life and ethos of the school. This may include the coaching and/ or mentoring of other staff members.

WORK RESPONSIBILITIES:

1. Teaching timetable and tasks in accordance with the job description of subject teacher.

SAFEGUARDING RESPONSIBILITIES:

1. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for, or comes into contact with.

FINANCIAL RESPONSIBILITIES:

1. Management of the departmental budget including the ordering of materials and ensuring that there are clear links between educational outcomes and the allocation of resources.

SPECIAL CONDITIONS OF EMPLOYMENT

NO SMOKING POLICY

The School operates a 'Non Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.

HEALTH AND SAFETY

The post holder will be responsible for their personal Health and Safety as per the Schools Health and Safety Policy.

INFORMATION QUALITY

You are responsible for ensuring that you comply with the School's Information Quality Standards

TRAINING AND DEVELOPMENT

The School is committed to personal and organisational development of the individual.

The post holder will be encouraged to contribute to identify and meet job related development needs.

DATA PROTECTION

As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act 1998.

EQUAL OPPORTUNITIES

The School is committed to a wide range of diversity issues including Equal Opportunities.

As an employee of Lode Heath School the post holder is expected to demonstrate a commitment to a wide range of diversity issues including Equal Opportunities.

Job description reviewed by: L Suddon

Date: April 2019