

## SECONDARY SUBJECT LEADER/ASSISTANT FACULTY LEADER/ KEY STAGE LEADER JOB DESCRIPTION

**Job title:** Subject Leader/Assistant Faculty Leader/English, Maths and Science Key Stage Leader

**Job holder:**

**Reports to:** Assistant Headteacher: Curriculum

**Date:** July 2017

### 1 Purpose of Job

- To take responsibility for the leadership and management of the subject or key stage area
- To ensure the effective learning of students taught
- To ensure effective pastoral care of students in designated form group
- To contribute to the wider success of the Faculty and the school
- To promote and be involved in extra-curricular activities and the wider life of the school community

### 2 Main Areas of Responsibility in addition to those of a Classroom Teacher/Form Tutor

#### Impact on educational progress beyond assigned students

- Be responsible for leading and developing an ethos of improvement and self-evaluation within the subject
- Set and monitor subject targets, within whole school targets. Intervene and act as appropriate to ensure that subject and whole school targets are met
- Identify subject development priorities and contribute to the writing and monitoring of the Faculty Annual Development Plan
- Contribute to the leadership and management of faculty reviews
- Reflect on and evaluate the effectiveness of the team
- Monitor students' behaviour, taking action as appropriate, and ensure that teachers adhere to procedures of the school's Behaviour for Learning policy
- Maintain an overview of parental contact, ensuring regular contact as needed
- Interrogate and use data including TGs, TLs, WAGs and WALs to track individual student performance and progress, and that of specific groups of students, ensuring that students achieve at or beyond their TG/Ls
- Be responsible for extra-curricular clubs, activities and enrichment opportunities within the subject

#### Lead, develop and enhance the teaching practice of others

- Create and maintain a team and school ethos
- Ensure that schemes of learning are in place
- Use meetings to share good practice, moderate, train and disseminate information
- Undertake performance appraisal, in line with school policy
- Offer CPD to the team and across the school in an area of expertise
- Provide regular opportunities for less experienced teachers to see you teach
- Develop teaching strategies to engage all students and maximise their potential
- Lead, coach and support colleagues (including NQTs, ITTs, Schools Direct (salaried) Trainees, OTTs)

**Have accountability for leading, managing and developing the subject**

- Communicate the school vision to members of the team
- Lead, motivate, support and develop all colleagues
- Undertake subject self-evaluation within a planned cycle of regular observation/feedback to colleagues, work scrutiny and interviews with students, in line with the school self-evaluation policy
- Ensure the smooth-running of all related examinations, through close liaison with the Examinations Officer
- Contribute to the school's annual development plans as required, linking subject priorities to whole school priorities
- Be an agent for change, implementing whole school initiatives which support the raising of student attainment and achievement (eg challenge, assessment, and varying learning styles)
- Lead innovation in learning by keeping abreast of subject developments, engaging with school-wide learning initiatives and leading these within the team
- Monitor subject and individual student targets and progress through assessment of planning, record keeping, marking, teaching progress, homework and assessment across the subject, maintaining a central record of baseline and subject assessment data and targets to monitor the progress of students and the effectiveness of the team
- Conduct an annual review of the curriculum offered at all levels
- Lead subject meetings – identify the purpose, circulate an agenda and minutes
- Following each reporting cycle, check the standard of teachers' reports, review assessment data and co-ordinate follow-up across the subject
- Following each student tracking session, review the outcomes and implement strategies as appropriate
- Be available for consultation, by phone, on A/AS Level and GCSE results days; ensure that the Assistant Headteacher: Curriculum has contact details
- Manage the delegated budget for the subject in order to resource the curriculum effectively (Subject Leaders)
- Participate in recruitment and retention of teaching staff as required
- Contribute regularly to the school newsletter, including the submission of photos, and ensure that the subject's work is well represented in the newsletter
- Undertake subject specific responsibilities, as discussed with the Assistant Headteacher: Curriculum

**3 Contracted Hours**

- This role is normally full-time.