

# RIDGEWAY ACADEMY - JOB DESCRIPTION

## SUBJECT LEADER



**Job Title:** Subject Leader

**Responsible to:** Headteacher through SLT link

**Purpose:** To be responsible for the development of teaching and learning in the subject so that it is of the highest quality across all Key Stages thereby ensuring that the achievement of all individual students is maximised

### GENERAL MANAGEMENT DUTIES

To provide effective leadership, support and management in order to build and maintain an effective Team which continually enhances the quality of teaching and learning.

#### Leadership

- To be responsible for continuously improving the quality of teaching and learning delivered by the department
- To develop a positive teaching and learning environment within the department by supporting members of staff in effective curriculum delivery and classroom management
- To inspire team members by personal example
- To create a vision and sense of purpose
- To effectively manage the human resources at the Team's disposal, including teachers, non-teaching and support staff
- To induct new members of staff into the department
- To support, monitor and assess NQTs in line with the induction standard, through liaison with Deputy Headteacher in charge of CPD
- To advise SLT on departmental and school policy issues through participation in QA, departmental, consortium and School Curriculum meetings
- To develop and maintain effective methods of communication with the Headteacher, SLT, other staff, students, parents, governors, external agencies and the wider community
- To identify and applaud areas of success for Team members and the whole team
- To help create an effective team by promoting collective approaches to problem-solving and curricular development, e.g. consult when writing the development plan and produce resources as a team
- To chair and produce the agenda for effective Departmental team meetings. Where students are identified as underachieving ensure effective plans of action are implemented to support students. To ensure minutes are made, kept secure and others informed as appropriate
- To plan and monitor the work of the department, to create effective working relationships within the team
- To assist the Headteacher with staff appointments
- To celebrate student achievement by identifying all student who achieve

#### Classroom Climate / Behaviour for Learning

- To have overall responsibility for discipline issues arising within the department including supporting staff during lessons when appropriate
- To implement a hierarchical list of sanctions, in conjunction with school policy
- To manage departmental detentions
- To liaise with all staff and in particular Directors of Learning and SLT on discipline issues, and to take a leading role in Behaviour for Learning. To receive discipline referrals made from Subject Heads, Tutors or SLT
- To discuss disciplinary incidents with students, parents and colleagues and to monitor students on report
- To assist colleagues within the School in applying Rewards and Sanctions fairly and consistently

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### Teaching and Learning

- To develop a comprehensive programme of work which includes a range of teaching and learning styles providing a rich experience for all students
- To monitor and evaluate the quality of teaching and learning within the department; take the initiative in identifying strategies to support consistency of practice and lead the team by example
- To ensure schemes of work will provide progression and challenge
- To develop team strategies and procedures (using national and school guidelines) for teaching and learning for students with Special Educational Needs
- To work with the SEN department to ensure EHCPs are used to set specific targets, and to match curricular materials and approaches to student needs
- To keep abreast of any curriculum developments and ensure that they are developed and implemented by subject teachers as appropriate
- To be responsible for the production and review of schemes of work to meet the needs of all students
- To write a Departmental Improvement Plan consistent with the aims / objectives of the Ofsted Action Plan and the School Improvement Plan in conjunction with the department
- To develop opportunities for extending students identified as Most Able.
- To be responsible for any department trips and to liaise with Assistant Headteacher responsible about planning, costing and organising trips
- Take a full part in the delivery of the school's PSHCE programme

### Assessment, recording and reporting

- To analyse and through QA / departmental meetings, to make regular use of student progress data, thus ensuring that individual students are monitored and supported in maximising their potential.
- To have an overview of departmental and school targets.
- To be able to identify areas of over / under performance and to have strategies in place to deal with them.
- To liaise with the examination officer and the Assistant Headteacher for Inclusion where appropriate for access arrangements over examination entries
- Maintain notes and plans of lessons undertaken and records of students' work.
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate.
- Carry out assessment programmes (e.g. reports) as agreed by the school.
- Attend the appropriate tracking days/parents' consultation evenings to keep parents informed as to the progress of their child.
- Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students.

### Liaison/Communication

- To meet regularly and work with the Line Manager for professional support and to develop effective team management.
- To inform staff about new developments and ideas related to curriculum issues – to include Team meeting agendas, etc.
- To provide helpful and accurate responses to parent/carers enquiries.
- To oversee the process of writing and collating reports.
- To co-operate with the Health and Safety management and inspection process.
- To work closely with Directors of Learning to support effective teaching and learning.
- To work alongside the examinations officer, data manager and other Subject Leaders to ensure that up-to-date and useful data is available for tracking purposes.
- To discuss any changes to examination courses with the Line Manager prior to implementation.

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### Professional Development

- Responsible for safeguarding/protection of children within their setting
- To identify training needs for the department in consultation with individuals and reflected in the Department Improvement Plan.
- To take responsibility in part for the monitoring, support and assessment of trainee (ITT) and newly qualified teachers (NQTs) within the department.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- To use the Quality Assurance cycle to assist in enhancing the professional development aspirations of colleagues.

### Finances

- To manage the Department Budget, teaching resources and stock efficiently and in accordance with school policy.
- To maintain an inventory of all stock items and to oversee the annual stock audit.
- To carry out stock disposal in accordance with School policy.
- To manage the deployment of stock / resources enabling quick and easy access for all staff.

### Health and Safety

- To ensure all students and staff are safe, in line with the whole school Health & Safety Policy

### Additional Information:

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document, under the direction of the Headteacher and in accordance with school policies. The duties are not, therefore, an exhaustive list of what is required.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date