JOB DESCRIPTION

Job Title: Subject Leader
Responsible to: Curriculum Leader

Job Purpose:
To plan, teach and evaluate the delivery of a specified subject to ensure excellent teaching, learning and assessment in line with agreed Academy standards.

Principal Duties:
To perform all duties identified in the job description for teachers and in addition:

Leadership and management

- To identify and manage appropriate learning resources effectively to achieve value for money.
- To contribute to all learning team development plans as appropriate.
- To report to the identified SLT link / Curriculum leader on all aspects of progress and development.
- To contribute to improvements in academy attendance through implementing improvement strategies.
- To contribute to the implementation of the Academy Development Plan and self-evaluation.
- To explore innovative curriculum delivery through a range of strategies.

Teaching learning and assessment

- To contribute to the monitoring and improvement in the quality of teaching, learning and assessment.
- To develop high quality schemes of learning and monitor their implementation.
- To be responsible for the improvements in student achievement and attainment for the specified subject area as evidenced by external examinations and internal assessments.
- To prepare and use performance and contextual data to set appropriate targets, track individual students and inform teaching and learning performance where appropriate.
- To conduct rigorous self-evaluation of performance for the identified subject.
- To ensure student reports and assessments for the subject area are high quality and accurate where appropriate.
- To conduct quality assurance in relation to GCSE coursework and BTEC assignments through internal verification and moderation and liaise with awarding bodies as appropriate.

Student progress and achievement

- To identify students at risk of underachieving in the specified subject and work with the SLT link, Behaviour for Learning Leader and Director of Student Inclusion & Support (SEND) to advise and lead on appropriate intervention strategies in order to raise attainment.
- To develop and employ strategies to reduce student disaffection and increase inclusion and positive behaviour.

Contribution to academy priorities and policies

- Engage with strategies promoting the Academy with the local community and local primary schools, making MHA the academy of choice in the locality.
- Supporting the extended academy programme on and off site.
- Advise SLT / Curriculum Leader on the development and delivery of effective staff professional development.
- To support delivery of the Academy strategies for literacy, numeracy and e learning.
- To contribute to the creation of a calm learning environment and positive climate for learning.
- Ensuring the SMSC and British Values are incorporated into own classroom practise.

General duties and responsibilities

- To act as an excellent role model for all staff.
- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To report risk to a member of ELT.
- To keep the Curriculum Leader fully informed of all matters that they are involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives.