



**CARDIFF COUNCIL
SCHOOL - RECRUITMENT AND
SELECTION POLICY AND PROCEDURE
JOB DESCRIPTION**



School: Cantonian High School

Department: English

Job Title: Subject Area Leader (Core): English

Post Ref No: 50053537

Grade: MPS/UPS + TLR 1C

Hours: Full Time

Special Conditions Applying:

Professional standard of dress required
Registered with the Education Workforce Council in Wales
Recent enhanced DBS clearance

Reporting arrangements:

Accountable to Headteacher or designate

Persons Line Managed:

All members of Core Subject Area including supervision of relevant Associate Staff

Job Purpose:

To add value to the outcomes for learners.
To provide professional leadership and management for all subjects in the Core Subject Area having high expectations of self, colleagues and learners.
To be accountable for high quality learning, teaching & skills delivery, the efficient and effective use of resources and improved standards of teaching and learning for all learners, including their attendance, literacy & numeracy.
To work to ensure that no learner is disadvantaged due to their socio-economic background
The efficient and effective use of resources.
To ensure all pupils make at least one, preferably two, levels of progress at Key Stage 3; ensure the achievement of the Level 2 threshold (including English and Maths) at Key Stage 4; ensure Level 3 targets are met.

Duties and Responsibilities:

The duties outlined in this job description are in addition to those covered by the School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, at a later date.

High Standard of Teaching and Learning

- To be accountable for the success of all aspects of the Core Subject Area.
- To raise teaching, learning, academic, social and behavioural standards in all subjects & skills in the Core Subject Area, including literacy, numeracy and attendance.
- To act as a role model for members of the Core Subject Area.
- To monitor and evaluate the work of the Core Subject Area and all of the colleagues involved, including self-evaluation and reviews.
- To ensure that the work of the Core Subject Area is based on sound pedagogy and methodology, whilst allowing for the incorporation of new and innovative approaches to teaching and learning that are shown to be effective and to ensure that all teaching and learning is of the highest standards.
- To regularly review (at least on an annual basis) the schemes of work and specifications used in the Core Subject Area, and working with the staff in the Curriculum Area, keep them fit for purpose.
- To take part in lesson observation of colleagues working within the Core Subject Area as part of any formal or developmental or self-evaluative procedures at Core Subject Area and school level.
- To ensure that there is a suitable ambience and climate for learning within the Core Subject Area, including the physical learning environment.

- To have high expectations of the quality of teaching and learning within the Core Subject Area and to be pro-active in involving parents at the early stages of any concerns about under-performance of learners and to continue that involvement as appropriate, to raise standards.
- To produce, analyse and use data to track and monitor learner progress and to ensure that learners make the required levels of progress across all subjects & skills in the Core Subject Area.
- To ensure that marking and assessment, reporting & recording are carried out in accordance with best practice as required by school policies.
- To be meticulous in entering learners for appropriate external exams, using the school's exam entry policy, checking with the exams officer and ensuring that no learner is left un-entered (or entered) if they should not be.
- To ensure that all reporting procedures are carried out in accordance with school policies.
- To be actively involved in the assertive mentoring of learners as required.
- To contribute actively to initiatives, cross-curricular experiences and targeted days.
- To lead on and support whole school policies on behaviour management to ensure that adverse behaviour is dealt with swiftly and does not impact on learning.
- To enhance education in the Core Subject Area through such devices as educational trips and visits, booster classes etc.
- To make best use of any gained time allocated to the Core Subject Area to contribute to high standards of teaching and learning, which may include re-allocating the gained time equitably across the Core Subject Area.
- To attend meetings as required and to work with other Core Subject Area Leaders to raise the attainment of learners in line with the requirements of local and national bench-marking and targets.

Performance Management and Capability

As part of the school's Performance Management arrangements, Performance Manage up to 6 team members. This will involve:

- Setting realistic yet challenging objectives
- Reflecting school, Core Subject Area and individual needs and aspirations
- Use of comparative data
- Use of up to date knowledge on subject, pedagogy, classroom management, inspection findings, use of ICT
- As part of the locally agreed capability or disciplinary arrangements to provide any evidence that might be required or to play a part in investigating if these procedures were invoked against anyone from within the Core Subject Area.

Contribution to the Whole School

- To contribute to the development of whole school policy.
- To attend such meetings, parents' events, awards events, options events and other school functions as from time to time may be arranged, either during school hours or outside school hours but within the 1265 hours directed time.
- To administer the school's agreed behaviour and conduct systems across the age and ability range, and through all subjects in the Core Subject Area, including the detention programme and ensure that Core Subject Area staff do likewise.
- To liaise with any appropriate external agencies.
- To represent the Core Subject Area views, concerns and interests within the appropriate school consultative structures.
- To support the school ethos, aims and agreed policies.
- To lead strategic direction and development of the Core Subject area.
- To offer guidance with regard to the Core Subject Area and subject specialism(s) to senior staff, the Headteacher and Governors as required.
- To be pro-active in involving parents / carers in their child's progress and to offer guidance to parents when required.

Human Resources

- To ensure that the training required by all staff working within the Core Subject Area to deliver school effectiveness objectives / targets takes place by sharing good practice within the school, our partnerships / clusters or by other practicable means.

- To participate in the selection of new staff for the Core Subject Area as required by the Headteacher.
- To chair Core Subject Area meetings in accordance with the school calendar, ensuring accurate minutes / records / action points are kept and agendas published in a timely fashion.
- To delegate appropriate tasks to those within the Core Subject Area with reference to school targets, aims and objectives, (and given the existing terms and conditions of service for teachers including those on UPS3).
- To ensure that school and Core Subject Area communication is appropriately disseminated.
- To support, guide and motivate all members of the Core Subject Area.
- To help create, develop and support a sense of common purpose and positive ethos within the Core Subject Area team.
- To offer appropriate coaching to individual Core Subject Area members.
- To act as a mentor or arrange mentoring for any newly appointed Core Subject Area member, including NQTs & EPDs.
- To direct the work of any support member of staff wholly or partly involved with the Core Subject Area.
- To give advice as required on threshold, upper pay spine, references, promotion, induction and ITT.
- To provide staffing models if required.
- To be actively involved in ensuring the well-being and work-life-balance of staff in the Core Subject Area.

Pupil Outcomes

To be accountable for the progress of all pupils within the Core Subject Area, including for the performance at

- Key Stage 3 (including any Teacher Assessment)
- Key Stage 4 (including level 1 & 2 and other externally accredited qualifications as agreed with the Headteacher)
- Key Stage 5 (including level 1, 2, & 3 and other externally accredited qualifications as agreed with the Headteacher)

and

- Appropriate levels of attendance, literacy & numeracy
- To contribute to setting and evaluating challenging individual and department targets and objectives

Physical & Financial Resources

- To ensure the effective and efficient use and development of resources, including human, financial and physical.
- To cause to be maintained a current asset register / inventory and to report to the designated person each term any variations.
- To ensure value for money.
- To be aware of appropriate Health and Safety policy, relevant to the Core Subject Area and to monitor and report to the designated person such issues as they arise.
- To undertake, with support, risk assessments as appropriate.
- To ensure that the learning & teaching spaces have an ambience conducive to learning.

Additional

- To act as a Pupil/Student Mentor when requested.
- Anything else which the Headteacher may reasonably require.

DATE COMPLETED:

AGREED BY:

Date Received by Post holder:

Signature of Post holder: