Head of Subject Job Description

Title: Head of Subject

Reports to: Assistant Head Academic

Manages: Subject specialists and class teachers in aspects of teaching the subject

**Purpose of the Role:**

The Head of Subject is responsible for the efficient running, development and performance of the department, supporting all members of the department in their responsibilities, and directing, as appropriate, the work of those colleagues to ensure successful and effective teaching and learning. They will act as a role model for the subject and strive to continuously improve standards of learning and attainment for all pupils, and to provide professional leadership and management for the subject, within the school’s overall aims and policies.

**Direct responsibilities in context of Foremarke’s Aims:**

**Academic Rigour:**

* Engage in observations and school-wide self-review processes, the aim of which to review the quality of teaching and learning, on a regular and systematic basis
* Involve all colleagues in subject development and planning and use this to inform CPD sessions to maintain the highest quality of teaching and learning across the department and school
* Ensure that assessment structures are in place and demonstrate continuity across the year groups
* Provide Medium Term Plans for each year group
* Ensure that both internal and National Agenda data is collated and utilised effectively and as a useful measure of progress
* Work with the Heads of Year, SLT and Head of Inclusion to monitor individual pupil progress, including the school wide identification of pupils in their subject who have additional needs or are MAG&T.
* Engage colleagues to talk about their teaching and the impact that it has on pupil learning
* Work closely with other core subject Heads of Department to ensure fluency and progression across the subject including the marking and feedback policies
* Adapt the new National Curriculum accordingly to lead and inspire the teaching so it is relevant, contextual and innovative.
* Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
* Attend parents' evenings and prepare subject reports in accordance with the reporting schedule of the school
* Assist when required in the assessment of prospective pupils
* Liaise between Foundation Stage, Key Stage 1, 2 &3 to ensure continuity and progression
* Maintain a portfolio of examples of pupils’ work and photographic evidence
* Provide support, challenge, information and development necessary to sustain motivation and secure ongoing improvement in teaching and learning

**Opportunity:**

* Provide extra-curricular opportunities including booster and challenge ASA groups
* Arrange trips, visits and workshop events to support pupils’ learning and enrichment
* Ensure that displays and other communication media promote the subject
* Create welcoming and engaging displays in and around the teaching rooms and ensure that all class teachers also have displays in their classrooms. Should be changed half-termly.
* Promote and coordinate subject-based challenges, competitions and other activities within school and as appropriate, inter-school
* Create a climate of positive attitudes towards, and confidence in, the teaching of the  subject and a shared understanding of the importance of mathematics
* Ensure that there is a range of clubs and societies across the school available to the pupils

**Pastoral Care:**

* Accept and promote the ethos of the school as embodied in the School’s plans, handbooks, policies and procedures
* Keep up to date with the pastoral care policies of the school and remain aware of the personal needs of individual pupils taught
* Provide appropriate care and support (including disciplinary where necessary) for the general well-being of pupils as is necessary for their happiness in school and successful learning
* Be mindful of the requirements of Health and Safety and carry out risk assessments as necessary for the safety of pupils
* Promote good behaviour and exceptionally high standards of conduct, including dress code
* Encourage participation and assist with the monitoring of student involvement in whole school activities, for example selection in teams, performances, public speaking, student council and representation of the school in competitive activities.

**Tradition:**

* Participate in school events (When requested)
* Attend School Open Mornings/Afternoons and other major school events (When needed)
* Support activities within the school through contribution and participation and external activities such as sporting and cultural events (Ongoing)

**School Improvement Responsibilities:**

* Attend regular departmental and whole school meetings (As required)
* Regularly review action plans as part of a team (Termly)
* Complete classroom audits (Ongoing)
* Read and follow school handbooks and policies (Ongoing)
* to have particular responsibility for the appraisal, professional welfare and training and development of members of the department through the line management system.
* to ensure members of the Department adhere to school-wide criteria with particular regard to the setting and marking of work and reporting procedures
* to bring to the attention of SLT any difficulties which arise within the Department
* to hold regular, weekly meetings to discuss department matters, planning and assessment and to ensure that the department works as a team. Minutes of these meetings to be recorded on the central drive.
* to be responsible for the drawing up of syllabuses/schemes of work; Departmental hand-outs for Open Morning; the Faculty handbook; display and the general appearance of the Department
* to be responsible for the selection of text books and teaching materials, and the methods of teaching used by members of the Department. To ensure that all these link into the new National Curriculum.
* to be accountable to the Headmistress for all budgeting within the Department
* to share in the appointment of new staff to the Department
* to co-operate with other Departments in cross-curricular activities
* to keep up to date with educational developments and changes within the subject area
* to review examination results within the Department, and across the school, and implement remedial action when necessary
* to ensure that base-line data is being used to monitor, and where possible improve performance of the Department and the pupils within it
* to assist all pupils with future school choices and ensure that pupils receives the best possible support for any public or private examinations.
* to ensure pupil groupings for sets are continuously monitored and discussed to make progression throughout the year as fluid as possible.