



Subject Leader: Senior School Main Tasks

Purpose of Job

Leads the department through effective planning, teaching, communication, management of resources and organisation of the curriculum by:

- Monitoring and developing the quality of teaching and learning within the department by supporting, coaching, appraising, organising training, nurturing talent and seeking ways to improve staff, teaching standards and results.
- Ensuring that the department meets the curriculum requirements both for the School and the examining boards by entering pupils for public examinations, submitting appropriate coursework and ensuring pupils are suitably prepared within the specified deadlines.
- Establishing and promoting the philosophy, aims and ethos of the department whilst embracing the philosophy and mission statement of the School.
- Keeping abreast of developments in the subject and encouraging worthwhile innovation.
- Ensuring the effective deployment of staff and classes within the department.
- Participating in the appointment of staff and supporting new staff entering the department including trainee teachers.
- Ensuring there is effective induction, welfare and support of all department staff and students.
- Overseeing the organisation of pupils' work within the department ensuring that work is marked to specified standards, appropriate records are kept and parents are kept informed of progress and any other issues within the specified deadlines.
- Contributing and participating positively in discussions on departmental and school plans, objectives and budgets.
- Ensuring the effective communication between departmental staff, School committees, Senior Management and the Prep School.
- Managing the departmental budget and promoting the effective use of information technology and other resources within the department.
- Analysing the results of public examinations for Senior Management and contributing ideas for improvements, and being available on results days providing support and advice as required.

- Overseeing the organisation of cultural visits and exchanges here and abroad (if appropriate).
- Ensuring the department contributes to the extra-curricular needs of the School.
- Producing and updating the schemes of work (as required) and policies. Ensuring that the department members adhere to all policies (inc. EAL, SEN, etc.).
- Producing a departmental development plan using inspection reports, appraisal, teaching approaches and targets.
- Using value added data as a means of improving provision within the department.
- Ensuring all health and safety guidelines are implemented and relevant risk assessments are carried out.

Job Skills Required

- *Demonstrates leadership and personal responsibility* by motivating, raising awareness, showing drive and determination, organising work with little or no supervision, fostering team-building and getting commitment, being adaptable and showing good judgement.
- *Works effectively with other people* by allocating and delegating work fairly and according to people's strengths and weaknesses; treating people equally and sensitively, developing good working relationships, sharing knowledge and information, supporting and encouraging, being a good team member, appraising people fairly and managing conflict where it arises.
- *Gets the job done* by delivering what is required on time and to the appropriate quality by forecasting and producing plans, monitoring progress against plans and reviewing performance, gathering and analysing information, creating solutions and managing change.
- *Manages resources effectively* such as time, people, equipment, IT, information knowledge, money and accommodation.
- *Communicates clearly* by getting across the message effectively, listening carefully and responding to feedback, representing the department and School professionally, persuading and influencing, interviewing fairly and negotiating to achieve the best outcome.