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**JOB DESCRIPTION**

**POSITION: Subject Leader**

**GRADE: TLR 2a (£2715)**

**RESPONSIBLE TO: Headteacher**

**PURPOSE OF THE POST**

Achieving the highest possible standards of education for pupils in the subject area

The creation and development of whole school policies and programmes to meet the

needs of pupils and to improve the level of achievement across the school

To assume continuity of policy and curriculum promoting equal opportunities for all

Establishing and exercising a clear leadership and management role

**Job Description: Subject Leader**

The role is subject to the current conditions of employment for class teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**Strategic Direction and Development of the Subject**

(with the support of, and under the direction of, the head teacher and senior leadership team)

• develop and implement policies and practices which reflect the school’s commitment to high achievement through effective teaching and learning;

• have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils’ lives;

• use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils;

• develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school improvement plan;

• monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

**Teaching and Learning**

• use your own class as an example of high quality teaching and learning in the subject;

• ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and set clear learning objectives through an agreed scheme of work, developed in line with the school development/improvement plan;

• establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data;

• evaluate the teaching of the subject by the monitoring of teachers' plans and through

 work analysis, identify effective practice and areas for improvement, and take

 appropriate action to improve further the quality of teaching;

* Develop effective links with other schools and the community to further learning in the curriculum area.

• develop effective links with the local community including parents, business and industry;

• ensure that teachers are aware of the implications of equality of opportunity which the subject raises.

**Leading and Managing Staff**

• enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities;

• ensure that the head teacher, SLT and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school development/improvement plan.

* Lead on CPD sessions and learning workshops for parents and staff to share and support practice.

 **Effective Deployment of Resources**

• support the head teacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject;

• be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject;

• support the head teacher by maintaining efficient and effective management of the expenditure for the subject;

• help colleagues to create a stimulating learning environment for the teaching and learning of the subject;

• take on any additional responsibilities which might from time to time be reasonably determined.

Person specification

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| Criteria | Qualities |
| **Qualifications and training** | * Degree
* Qualified teacher Status
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| **Experience** | * Teaching experience
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| **Skills and knowledge** | * Expert knowledge of the National Curriculum, particularly the curriculum subject area
* Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve
* Awareness of local and national organisations that can provide support with delivering the subject
* Ability to build effective working relationships with staff and other stakeholders
* Ability to adapt teaching to meet pupils’ needs
* Ability to build effective working relationships with pupils
* Knowledge of guidance and requirements around safeguarding children
* Good IT skills
* Effective communication and interpersonal skills
* Ability to communicate a vision and inspire others
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| **Personal qualities**  | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* Uphold and promote the ethos and values of the school
* Ability to work under pressure and prioritise effectively
* Maintain confidentiality at all times
* Commitment to safeguarding and equality
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