GARTH HILL COLLEGE JOB DESCRIPTION (INDICATIVE)

Post Title: Deputy Subject Leader / 2nd-in-charge

Post Purpose:

a. Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
b. To provide strategic as well as day-to-day leadership and management within the department, supporting the Subject Leader and deputising in his/her absence.
c. To engage in effective professional development that secures the excellent teaching and learning practice of others.
d. To secure outstanding pupil/student progress and attainment in the subject, including monitoring, review and intervention as appropriate to close gaps and ensure that no child is left behind.
e. To ensure the provision of an appropriately broad, balanced, rich and engaging curriculum that meets the needs of all pupils/students studying in the subject area.
f. To support the Subject leader in managing and deploying teaching/support staff, financial and physical resources in the subject area.

Reporting to: Subject Leader (DCTL/CTL) and appropriate members of department.

Responsible for: Teaching staff, support staff and other specified personnel within the subject area.

Liaising with: Principal, Leadership Team, other subject/curriculum leaders, support staff, other relevant staff across the college, governor/s and parents/carers

Salary/Grade: MPS plus TLR 2c

MAIN RESPONSIBILITIES:

1. To lead and direct the work of others in the subject area, acting as a positive role model and promoting teamwork and effective working relations.

2. To ensure the highly effective professional development of all staff in the subject area, including Newly Qualified, Graduate, unqualified and student teachers.

3. To continue own professional development as a model of excellence to others.

4. To engage in meaningful professional dialogue with staff on a regular basis, working with them to effectively develop and enhance their professional practice.

5. To participate in and make highly effective use of appraisal, holding others to account effectively in the context of continuous improvement.

6. To lead curriculum development of the subject area, including planning, implementing and reviewing the curriculum and keeping up-to-date with national developments and initiatives.

7. To play a lead role in the development of appropriate syllabuses, learning resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject, and help to ensure that such information is kept fully up-to-date.

8. To take part in the target setting and performance data review process for the subject area, working with others to use this information to raise standards in the subject area.

9. To regularly monitor, review and evaluate all learners' progress and attainment throughout the academic year, identifying actions and interventions as appropriate in response.

10. To establish and maintain excellent standards within the subject area through the College's quality assurance and development procedures (QUAD, school reviews etc.) and to monitor and evaluate performance in line with these agreed procedures to inform future planning and development.

11. To ensure accurate and robust assessment routines in the subject area, analysing and evaluating such data and taking action and intervening as appropriate.

12. To ensure the maintenance of accurate and up-to-date information concerning the subject area on the management information system, including the production of pupil/student reports.

13. To assist the Subject Leader in the business management function of the subject, inc. development planning, budget planning, self-evaluation and resource management (ie. finance, equipment etc.) and keeping records as appropriate.

14. To support the Subject Leader in organising public examination entries with the Examination Officer and maintaining accreditation with the relevant examination and validating bodies.

15. To ensure effective communication/consultation with the parents/carers of pupils/students.

16. To ensure effective partnership working with local schools and others in the wider community, including HE institutions, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

17. To support the Subject Leader in holding regular meetings, chairing in his/her absence.

18. To support arrangements for classes when staff are absent, ensuring appropriate cover learning activities.

19. To ensure that the subject areas learning spaces present a safe, ordered and stimulating environment.

GENERAL DUTIES:

20. To carry out the duties of a classroom teacher in accordance with the Teachers' Conditions of Service.

21. To implement, monitor and actively promote all College policies and strategies, e.g. CMCD, Behaviour, Health & Safety, etc.

22. To act as a Form Tutor and to carry out the duties of that role as outlined in the generic job description.

23. To carry out a share of supervisory duties in accordance with published schedules.

24. To participate in appropriate meetings with colleagues and parents relative to the above duties.

25. To play a full part in the life of the College community, to support and promote its distinctive mission and ethos and to encourage and ensure staff and pupils/students follow this example.

26. To support the College in meeting its legal requirements for worship.

27. To ensure that Health & Safety policies and practices, including Risk Assessments, throughout the subject area are in-line with requirements, updated where necessary.

28. To carry out any reasonable duties as determined by the Principal.

29. All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. It is not a comprehensive definition of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed ……
(Teacher)

Signed ……
(Principal)

Dated ……

Dated ……..