**NORLINGTON SCHOOL & 6th Form**

**JOB DESCRIPTION**

**Post: Subject Leader/ Head of Department**

**Salary Scale: Main Scale + TLR**

**Start Date: September 2020**

**Reports To: Head of Faculty**

**Specific Job Content**

The following list of duties and responsibilities should give a detailed flavour of the specific role at Norlington School and 6th Form. However, the successful candidate will need to be adaptable, flexible and proactive and be prepared to respond accordingly to the changing and evolving needs of the school and our pupils and families. The post holder will be expected to carry out all duties in the context of and in compliance with all the Trusts’ policies.

**Purpose of Job:** To develop, lead and manage an effective department focused on improving Teaching and Learning and outcomes for students at all levels

**Responsibilities:**

**Key Accountabilities**

* To act as a Subject/Key Stage Leader as appropriate within the Faculty Structure
* To act as a coach and mentor for Department members in enhancing and developing

Teaching and Learning

* To ensure that all department members are fully aware of and working in support

of school policies and expectations

* To ensure that the school Teaching and Learning, Marking and Assessment policies are implemented in full across the department as well as other policies as appropriate
* To monitor marking, assessment and the quality of teaching and learning across

the department taking action where necessary to bring about improvement

* To ensure, where appropriate, that department members are made fully aware of student prior attainment

and other relevant data and that appropriately challenging targets are set by the

staff for the students in their classes

* To monitor and review student achievement across the department and take action to

ensure that students are achieving appropriately to their ability

* To manage budgets and deploy resources within the department in order to promote

the highest possible standards of attainment

* To support department members in securing and maintaining the highest possible

standards of student behaviour within the whole department area including the supervision

of students into and out of the area

* To complete and use to drive further improvement an annual department SEF.
* To consult on, create, implement and review an annual department Improvement Plan
* To plan and ensure the implementation of a department Staff Development Plan
* To lead on student tracking and data analysis within department
* To embed aspects of the Maths and Computing specialism to enhance teaching and learning

**Liaising with:**

* Parents, both through formal parents’ meetings and at other times as

appropriate

* SLT
* Heads of Year
* SEN/EAL staff
* The Examinations Officer regarding external examination entries and examination

boards as required

* Other agencies both within and outside of school as appropriate to student need

**Management Responsibilities:**

As well as the above, there are specific tasks that need to be undertaken on a regular basis:

* To lead department meetings and attend other meetings as requested and to

provide minutes to SLT

* To ensure that an accurate database of student achievement is maintained

across the department

* To ensure that student achievement is celebrated through an active display of

work and that displays are regularly updated/changed

* To provide reports on student achievement as and when required by SLT
* To participate fully in the performance management of department members
* To lead the preparation of student reports as and when required
* To organise internal examinations within the department
* To complete Quality Assurance procedure in line with whole school policy
* To continue to pursue your own professional development as agreed
* To actively engage in the staff review and development process
* To undertake any other duty not mentioned in the above
* To perform the duties contained within the ‘Teacher’ Job Description
* To undertake other reasonable additional duties that may be necessary from time to time

at the request of the Principal.

Whilst every effort has been made to explain the main duties and responsibilities of the post,

each individual task may not be identified.

**Other requirements:**

* Posts will be subject to a Prohibition check for all roles involved with the management of pupils.
* To have an up-to-date Enhanced DBS check.

**Disclosure and Barring Service** This post will result in you having unsupervised contact with children as detailed in Protection Freedom Act 2012. The Trust, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and Barring Service check. Further information about Disclosure and Barring Service and the Trust approach to recruiting is available at  [www.norlington.net](http://www.norlington.net)