

ROLE OF THE SUBJECT LEADER

Literacy

Responsible, in consultation with the Headteacher and in co-operation with colleagues and governors, for the oversight and development of Literacy throughout the School

Curriculum Design

- To formulate, review and update policy document and guidelines
- To ensure the National Curriculum is implemented
- To take a lead in determining a curriculum relevant to the abilities and needs of all pupils
- To ensure that the curriculum area reflects cross-curricular concerns and addresses the issues of SEND and equal opportunities
- To monitor the curriculum area in terms of planning and practice to ensure continuity, consistency, balance, match and progression
- To liaise with other members of staff for assessment, recording and reporting
- To review and evaluate the curriculum area and provide a written statement and action plan prior to the formulation of the School Improvement Plan

Assessment and Monitoring

- To monitor standards within the curriculum area, through planning, work scrutiny, dialogue with colleagues
- To have oversight of and develop record keeping assessment procedures/tracking
- To inform the Headteacher of standards and developments within the curriculum area
- To assess and evaluate the curriculum ensuring consistency with the National Curriculum

Professional Development

- To arrange and organise school-based in-service activities
- To keep up-to-date with the latest developments and informing colleagues
- To attend appropriate in-service courses and disseminating information

Communications

- To liaise with other subject leaders and professional development co-ordinator
- To support, advise and coach in the curriculum area.
- To encourage positive attitudes towards the subject area
- To inform newly appointed staff of policy documents
- To liaise with outside agencies and support services where appropriate

Resources

- To identify, organise and maintain resources
- To manage the purchase and deployment of resources

Signature _____ Date _____