



# All Saints

a Church of England Academy

## **Job Description Subject Leader**

<b>Post Title:</b>	<b>SUBJECT LEADER</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To support the Head of Faculty and to deputise when and where appropriate.</li> <li><input type="checkbox"/> To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Headteacher of the academy.</li> <li><input type="checkbox"/> To act as a Curriculum Lead and be responsible for leading and developing this area.</li> <li><input type="checkbox"/> To develop and enhance the teaching practice of others.</li> <li><input type="checkbox"/> To monitor and support the overall progress and development of students as a leader within the curriculum area and as a Form Tutor.</li> <li><input type="checkbox"/> As part of your role you will need to be completely committed to safeguarding and promoting the welfare of our students and young people.</li> </ul>
<b>Reporting to:</b>	Head of Faculty
<b>Liaising with:</b>	SLT, other Heads of subject and relevant staff with cross-academy responsibilities, relevant non-teaching support staff, LA staff/external agencies, parents/carers
<b>Working Time:</b>	195 days /1265 hours per year. (Full-time or Part-time equivalent)
<b>Salary/Grade:</b>	TLR 2a
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES &amp; RESPONSIBILITIES</b>	
<p>This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are not in any priority and are not exhaustive. The job description or the duties may vary or be amended, in consultation with the post-holder, from time to time without changing either the level of responsibility or the financial remuneration with this post.</p>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To support the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the faculty, within the designated area.</li> <li><input type="checkbox"/> The day-to-day management, control and operation of one curriculum area provision within the faculty.</li> <li><input type="checkbox"/> To assist in monitoring and following up student progress.</li> <li><input type="checkbox"/> To assist in the implementation of academy Policies and Procedures, for example Safeguarding, Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.</li> <li><input type="checkbox"/> To work with colleagues to formulate aims and objectives for the faculty which have coherence and relevance to the needs of students and to the aims and objectives of the academy.</li> <li><input type="checkbox"/> To assist in the management of the subject, and to ensure that the planning activities within the subject reflect the needs of the students and the aims and objectives of the academy.</li> <li><input type="checkbox"/> To support the relevant manager in the application of ICT in the Curriculum area.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To liaise with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the academy's strategic objectives.</li> </ul>

<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To support curriculum development within the whole faculty with particular emphasis on the relevant curriculum area.</li> <li><input type="checkbox"/> To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li><input type="checkbox"/> To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li><input type="checkbox"/> To liaise with the Head of Faculty to maintain accreditation with the relevant examination and validating bodies.</li> </ul>
<b>Staffing</b>  <b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To work with the Head of Faculty and SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li><input type="checkbox"/> To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated faculty.</li> <li><input type="checkbox"/> To promote teamwork and to motivate staff to ensure effective working relations.</li> <li><input type="checkbox"/> To ensure the effective efficient deployment of classroom support.</li> <li><input type="checkbox"/> To participate in the academy's ITT programme.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To ensure the effective operation of quality control systems.</li> <li><input type="checkbox"/> To assist in the process of the setting of targets within the faculty and to work towards their achievement.</li> <li><input type="checkbox"/> To help to establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the faculty.</li> <li><input type="checkbox"/> To contribute to the academy procedures for lesson observation.</li> <li><input type="checkbox"/> To implement academy quality procedures and to ensure adherence to those within the faculty.</li> <li><input type="checkbox"/> To participate in the monitoring and evaluation of the curriculum area/faculty in line with agreed academy procedures including evaluation against quality standards and performance criteria.</li> <li><input type="checkbox"/> To seek/implement modification and improvement where required within the relevant curriculum area.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.</li> <li><input type="checkbox"/> To assist in the use of analysis and evaluation of performance data.</li> <li><input type="checkbox"/> To help to produce reports within the quality assurance cycle.</li> <li><input type="checkbox"/> To assist in the production of reports on examination performance, including the use of value-added data.</li> <li><input type="checkbox"/> To assist in the identification of exam entries within the faculty.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To help ensure that all members of the faculty /curriculum area are familiar with its aims and objectives.</li> <li><input type="checkbox"/> To ensure effective communication/ as appropriate with the carers of students.</li> <li><input type="checkbox"/> To liaise with partner academies, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> </ul>

<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To contribute to the academy liaison and marketing activities, e.g. the collection of material for press releases.</li> <li><input type="checkbox"/> To contribute to the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subjects at Open Days/Evenings and other events in partner academies and the wider community.</li> <li><input type="checkbox"/> To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To assist the Head of Faculty to identify resource needs and to contribute to the efficient /effective use of physical resources</li> <li><input type="checkbox"/> To co-operate with other faculties to ensure a sharing and effective usage of resources to the benefit of the academy and the students.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To monitor and support the overall progress and development of students within the curriculum area</li> <li><input type="checkbox"/> To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li><input type="checkbox"/> To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.</li> <li><input type="checkbox"/> To contribute to PSHE, citizenship and enterprise according to the academy policy.</li> <li><input type="checkbox"/> To assist in the implementation of the Behaviour Management system in the Faculty so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, fulfilling the Teachers' Standards.</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> To play a full part in the life of the academy community, to support its distinctive Church mission and ethos and to encourage staff and students to follow this example.</li> <li><input type="checkbox"/> To support the academy in meeting its legal requirements for Collective Worship.</li> <li><input type="checkbox"/> To promote actively the academy's corporate policies.</li> <li><input type="checkbox"/> To continue personal development as agreed.</li> <li><input type="checkbox"/> To model and "live out" the Christian values which underpin the academy.</li> <li><input type="checkbox"/> To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> <li><input type="checkbox"/> To comply with the academy's Health and safety policy and undertake risk assessments as appropriate.</li> <li><input type="checkbox"/> To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>The academy 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.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by academy leaders and the Governing Body to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

*Dales Academies Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.*

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