

JOB DESCRIPTION **SUBJECT LEADER – PHYSICS**



Job Overview

A Subject Leader at St Joseph's College will be responsible for the leadership and vision of the department. They will lead and manage all aspects of the Department, including the curriculum, student support and staffing.

1. To be responsible for the vision, leadership and development of the department
2. To ensure the effective delivery of the curriculum to all students
3. To ensure the effective teaching, assessing, recording and reporting of student progress
4. To lead and manage all department staff, including performance management

MAIN DUTIES:

Support the aims and ethos of the Physics department, the Science department as a whole and the school

- To provide vision and leadership for the department and promote the overall Science department vision;
- To ensure there is a positive learning culture within the department;
- To support and promote whole school policies and procedures;
- To be responsible for the effective management of the capitation and allocation of resources;
- To attend Subject Leaders and Staff meetings;
- To chair Physics department meetings;
- To ensure that up to date risk assessments and Health and Safety regulations are observed in the department
- To support a cohesive culture both within Physics and in working collaboratively and sharing of good practise with the Head of Science as well as the Head of Biology and of Chemistry

Quality Assurance

- To contribute to the Performance Management Process;
- To contribute to the school and department development process, through writing and evaluating improvement plans/SEF's;
- To monitor the quality of learning and teaching within the department;
- To monitor staff marking, reporting and assessment to ensure consistency.

Learning and Teaching – Curriculum

- To plan and ensure the effective delivery of all courses, specifications and schemes of work across KS4 and KS5 in Physics and contribute effectively to the KS3 approach
- To carry out lesson observations, identify appropriate targets and facilitate professional development;
- To promote an inspirational environment of high challenge where students experience innovative learning and teaching strategies.

Learning and Teaching – Student Support

- To determine and regularly evaluate the assessment approach for the department in line with the overall Science department approach
- To assess and monitor student achievement and progress;
- To set high but realistic targets for all students;
- To ensure there is appropriate support in place for SEN and A&T students;
- To ensure equal opportunity for all students within the department;
- To take responsibility for promoting good order within school through reinforcing the school's code of conduct.

Leadership

- To lead, inspire and motivate staff to secure outstanding outcomes;
- To promote teamwork and motivate all staff in order to ensure effective working relationships;
- To participate in the recruitment process for new staff;
- To plan and ensure the effective delivery of the induction programme for new staff;
- To co-ordinate the setting of work when staff in the department are absent;
- To provide opportunities for sharing good practice and CPD for all staff.

Other:

- To undertake any other duties in connection with the role of subject team leader as might reasonably be requested by the Headteacher, SLT Science mentor or Head of Science at any time
- The job description and allocation of responsibility may be amended from time to time.