

JOB DESCRIPTION SUBJECT LEADER



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 department and the school

- To provide vision and leadership for the department;
- 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 Department meetings;
- To ensure that risk assessments and Health and Safety regulations are observed.

Quality Assurance

- To participate and 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;
- 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 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 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 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 or SLT mentor at any time
- The job description and allocation of responsibility may be amended from time to time.