



Job Description and Person Specification

Post title:	Subject Leader
Accountable to:	Director of Learning
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

To be an outstanding practitioner in specified subject area.

To raise standards of progress and attainment in specified subject area so that all pupils make expected levels of progress.

Effectively support the Director of Learning to lead and manage teaching, learning, and assessment across your subject area.

KEY ACCOUNTABILITIES:

MAIN RESPONSIBILITIES

- To provide a supportive, profession ethos, leading by example.
- To develop and articulate the vision and ambition for your subject area across the Academy.
- To support the Director of learning to improve standards of attainment and progress across the department.
- To raise standards and be accountable for improved pupil outcomes across your subject area.
- To plan, monitor and refine departmental action plans which secure continual improvement in your subject area.
- To support the Director of Learning in the line management process of staff in your subject area by monitoring their performance as required.
- To work with the Director of Learning to establish clear targets for pupil outcomes and evaluate/analyse data from each cycle.
- To provide appropriate intervention for pupils, including study support to help them achieve targets.
- To challenge underperformance at all levels, holding staff and pupils to account when performance does not meet expectation, taking appropriate actions and following up.
- To monitor and enforce the Academy Behaviour Policy to promote positive attitudes to learning.
- To assist the Director of Learning in ensuring that Schemes for Learning are kept up to date and fit for purpose.
- To monitor, evaluate, and review the quality of teaching, learning and assessment in line with Academy expectations.
- To develop support across the department including coaching and modelling to assist staff in continually improving their practice.
- To lead on the development of CPD within your subject area, contributing positively to improving the quality of teaching and learning.
- To keep the Director of Learning well informed of key developments in your subject area and reporting of data.
- To assist the Director of Learning in planning for all external examinations.
- To assist the Director of Learning in managing and planning the departmental budget and resources.
- To support the day to day running of the department in line with academy systems and processes.
- To undertake other reasonable responsibilities delegated to the post-holder by the Principal or senior staff.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: SUBJECT LEADER

Education & Qualifications	Essential	Desirable
A teaching qualification.	✓	
A first degree or equivalent.	✓	
Experience		
A variety of teaching experience across EYFS, KS1, KS2, KS3, KS4, KS5.		✓
Involvement in curriculum development within a school.		✓
Working successfully in partnership with parents and the wider community.		✓
Knowledge & Skills		
Current education issues and developments.	✓	
National Curriculum, national strategies and assessment.	✓	
Implications of equal opportunities and inclusion issues.	✓	
Strategies for improving the quality of teaching and learning.	✓	
Strategies for school improvement and raising standards of achievement.	✓	
Understanding of appropriate strategies for managing pupils' behaviour.	✓	
To have an understanding of and commitment with the Academy and Trust values.	✓	
An excellent, creative teacher who motivates children.	✓	
Able to relate well to children and share their interests and enthusiasms.	✓	
Effective administrative and organisational skills.		✓
Ability to communicate orally and in writing to a wide range of audiences.	✓	
Working knowledge of ICT for teaching and administrative purposes.		✓
Ability to cope with the pressures of a demanding teaching position.	✓	
Commitment to providing an effective learning environment appropriate to the need and abilities of all pupils.	✓	
Commitment to the development and maintenance of positive partnerships between the school, parents, governors and the community.	✓	
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	

Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	