

Job Description: Third in Faculty of Humanities, Subject Leader for Politics, Philosophy & Ethics

Reports to: Head of Faculty

Contract: Permanent

Grade/Salary: TLR 2A

Leadership and Management

- Leadership and oversight of an identified area of the faculty, as agreed with the Head of Faculty and Headteacher
- Day to day oversight of the identified area of the faculty.
- Working with the Deputy Head of Faculty to ensure effective PP and SEND provision within the identified faculty area, including the quality of education and student progress / attainment.
- Ensuring effective provision for High Achieving Student provision within the identified faculty area, including quality of education and student progress / attainment.
- Organising appropriate intervention and enrichment opportunities within the identified faculty area, to help accelerate progress and raise student attainment and engagement.
- Deputising for the Head of Department where necessary.

Curriculum and Assessment

- Ensuring that all students receive a high quality of education across the identified area of the faculty, appropriate to students' needs, and in line with the school's agreed curriculum principles
- Ensuring accurate data analysis within the identified area of the faculty.
- Ensuring that all students' progress, within the identified area of the faculty, is assessed, recorded and reported on in line with whole school policy.
- Ensuring that students are prepared and entered for appropriate examinations within the identified area of the faculty.
- Ensuring that the identified area of the faculty makes an important contribution to aspects of whole curriculum review and development.

Personnel

- Conducting drop ins, learning walks, observations and deep dives of the identified area of the faculty.
- Conducting appraisals in line with whole school policy where appropriate.
- Facilitating the professional development of subject teachers and support staff in the subject by providing / arranging relevant training.
- Working with other faculty TLR holders to hold all departmental staff to account for delivering the highest quality of provision and for sustaining improvement in student outcomes.
- Working alongside other school leaders to help create a strong community of learners.
- Ensuring subject specific mentoring and coaching is in place across the identified area of the faculty to supervise and support ECTs and ECTs +1.

Finance

- Identifying resource needs within the identified area of the faculty, in line with the faculty's development plan.
- Managing the budget of the identified area of the faculty, to ensure that expenditure is in line with identified needs and developmental targets.

Extra-Curricular

- Introducing, promoting and developing extra-curricular activities within the identified faculty area that stretch, challenge and inspire students and accommodate all levels of ability.
- Developing strong links with parents and the local community through, for example, activities with link primary schools.

Site Management

- Ensuring the identified area of the faculty provides an attractive and stimulating learning environment by maintaining its good standard of accommodation, equipment and display.
- Ensuring that within the identified area of the faculty displays within the department are varied and regularly updated or changed.
- Ensuring that staff and students respect and care for the area by promoting a caring ethos and implementing appropriate strategies for resource/area management.
- Liaising with the Facilities Manager to ensure that facilities and equipment are properly maintained.

Pastoral Responsibilities

- Ensuring that a caring and well-disciplined learning and social environment is maintained within the identified area of the faculty.
- Ensuring the department uses the system of rewards and sanctions outlined in the school behaviour policy effectively.
- Liaising with guidance team leaders with regard to issues of student welfare and behaviour and provide specific support to students where necessary.
- As a tutor, supporting and monitoring the social and academic development of the tutor group and contribute to the development of the Success for Life programme as required.
- Attending and assisting with the organisation of appropriate parents' evenings, open evenings and transition evenings.

Whole school responsibilities

- Undertaking the main professional duties of a teacher and school leader as set out in pay and conditions of service.
- Representing the views, concerns and interests of the subject at meetings and other forums as required.
- Supporting the school's CHARACTER values, ethos and policies, and to ensure that school policies are applied correctly and consistently by all members of the department.
- Responding to all requests for information by SLT and others in a timely manner.
- Liaising with parents, governors and other external agencies as appropriate.
- Undertaking any other reasonable duties as determined by the SLT line manager or Headteacher.