

<b>Job Title:</b>	<b>Subject Leader</b>
<b>TLR:</b>	5DT 2B
<b>Post Purpose:</b>	<p>To share the lead on the vision and development of subject specialism for The 5 Dimensions Trust.</p> <p>To deliver raised standards of student attainment and achievement within subject specialism.</p> <p>To support development and enhancement in the teaching practice of others within subject specialism.</p> <p>To assist in ensuring the provision of an appropriately broad, balanced, relevant, optimally sequenced and differentiated curriculum for students studying the subject specialism in accordance with the national curriculum, the vision and aims of the 5 Dimensions Trust and the curricular policies determined by the Local Governing Body, Trustees and Principal of the Academy</p> <p>To assist in managing and deploying effectively, teaching/support staff, financial and physical resources across the faculty area to support the designated curriculum portfolio.</p>
<b>Accountable to:</b>	Assistant Principal for Teaching and Learning
<b>Duties, Responsibilities and Key Tasks:</b>	<ul style="list-style-type: none"> <li>• To work closely with the Assistant Principal for Teaching and Learning on the vision, marketing and on-going development of subject specialism.</li> <li>• To achieve targets set for students to ensure they achieve excellent academic outcomes.</li> <li>• To line manage colleagues to continuously improve the provision in subject specialism.</li> <li>• To lead the development of appropriate curricula, resources, schemes of work, marking and feedback procedures, assessment and teaching and learning strategies for subject specialism.</li> <li>• To actively monitor and follow up student progress, working closely with teachers and other senior leaders.</li> <li>• To assist in the implementing of Academy Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.</li> <li>• To work with colleagues to formulate aims, objectives and strategic plans for Subject area and other related programmes which have coherence and relevance to the needs of students and to the vision, aims, objectives and strategic plans of the Academy.</li> <li>• To lead and manage the business planning functions and to ensure that the planning activities of the same reflect the needs of students within the subject areas and the aims and objectives of the Academy.</li> <li>• To lead the extra-curricula provision including trips, clubs, and other learning opportunities.</li> </ul>

### **Curriculum provision**

- To liaise with Senior Leaders to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective subject specialism curriculum programme which complements the strategic plans of the Academy.

### **Curriculum development**

- To keep up to date with national developments in subject specialism as well as teaching practice and methodology, including embedding evidence-based pedagogy.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To ensure that the curriculum is ambitious, challenging, relevant and highly engaging and build on prior learning.

### **Staffing**

- To work with Senior Leaders to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate students have continuity of provision.
- To promote teamwork and to motivate staff to ensure effective working relations.

### **Quality assurance**

- To work with the senior leaders to establish the process of the setting of targets and to work towards their achievement.
- To contribute to the Academy procedures for lesson observation, peer observation, video observation and coaching.
- To monitor and evaluate in line with agreed academy procedures including evaluation against quality standards and performance criteria.

### **Management information**

- To ensure the maintenance of accurate and up-to-date information concerning subject area on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance, including the use of value-added data.

### **Communication**

- To ensuring that all members of the team delivering subject specialism with the 5 Dimensions Trust visions and values, the subject intent and plans for implementation and impact.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with schools within and beyond the 5 Dimensions Trust, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the views and interests of subject specialism.

	<ul style="list-style-type: none"> <li>To communicate the successes and garner support of subject specialism using the school's internal and external communications systems, such as the school's Facebook page and twitter.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.</li> <li>Some working flexibility will be required to meet the demands of this post.</li> <li>To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.</li> <li>To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders.</li> <li>To contribute to whole School and Trust events as and when required.</li> <li>To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.</li> <li>To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.</li> </ul>

*This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.*

**The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.**

## PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
<b>Qualifications</b>		
QTS	E	A
Suitably qualified candidate in a related discipline	E	A
<b>Knowledge and experience</b>		
Experience of working with students aged 11-16 within an education setting	E	A/I
Experience of Teaching A Level	D	A/I
Ability to assimilate school and team policies and contribute towards their development	E	A/I
Commitment to raising attainment for all learners	E	A/I
<b>Skills</b>		
Ability to manage a team	E	A/I
Excellent classroom practitioner	E	A
Excellent IT skills, including microsoft office, Teams, etc	E	A/I
Ability to be flexible to support the needs of the trust	D	I
Ability to work independently and to use initiative	E	A/I
Ability to build professional relationships with students based on respect.	E	A/I
Highly organised with good organisational skills.	E	I
<b>Personal attributes</b>		
Good interpersonal skills	E	A
Ability to work effectively even when under pressure	E	A/R/I
Ability to meet deadlines	E	A/R/I
High standard of communication skills	E	A
Commitment to secondary education	E	A
Demonstrate and adhere to 5 Dimensions core values	E	A/I
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

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Date .....

Signature