

Job Description

Head of Subject

Reporting to:	Headteacher / Principal and SLT responsible for the subject
Liaising with:	Teachers, other classroom support staff, Leadership team
Responsible for:	Management of Department
Band, /Salary:	TLR 2.1
Hours of work:	Full time

Main Purpose:

The subject leader will take lead responsibility for providing leadership and management of the department ensuring that there is high-quality teaching, effective use of resources and leading to Improved standards of learning and achievement for all

Duties & Responsibilities:

Specific Responsibilities

- Develop and implement policies for the subject in line with the school's commitment to high-quality teaching and learning
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how the subject is being delivered and the impact it has on student achievement
- Use this understanding to feed into the school development plan and produce a Department Improvement plan for the subject
- Lead and take part in CAR's (Curriculum Area Review)
- Support the Catholic ethos of the school
- Promote students' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult students, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum
- Liaise with the Trust within subject groups on subject-related events, projects and activities

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning
- Have an overarching responsibility for students' achievement and standards in the subject area

Leading and Managing staff

- Establish an effective team and hold regular meetings on the subject as per the school calendar, ensuring staff are informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how the subject area is implemented and delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Coach and model team teaching
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy
- Contribute to timetabling and manage setting students into attainment groups

Use of Resources

- Provide support with textbooks and library books in subject area
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students
- Audit, check and manage resources to ensure they are up to date and match student and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home if necessary

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility.

Person Specification

Head of Department

A. Training & Qualifications	Essential	Desirable
Degree	A	
QTS	A	
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Qualified to at least GCSE level or equivalent including English Language and Mathematics to Grade C or above	A	
Commitment to ongoing professional development	A	
Other relevant qualifications (e.g. Foundation Degree in Education)		A
First Aid certificate		A
B. Experience	Essential	Desirable
Successful experience of subject leadership		A & I
Teaching experience which should include GCSE and A Level	A & I	
An awareness of inclusion, especially within a school setting	A & I	
Experience of planning and leading teaching and learning activities (under supervision)	A & I	
Leading and managing other staff		A & I
Experience of making contact and dealing with external agencies		A & I
C. Professional Knowledge and Skills	Essential	Desirable
Expert knowledge of the National Curriculum and examination specifications	A & I	
Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve	A & I	
Awareness of local and national organisations that can provide support with delivering the subject		A & I
Ability to build effective working relationships with staff and other stakeholders	A & I	

C. Professional Knowledge and Skills (continued)	Essential	Desirable
Ability to adapt teaching to meet students' needs	A & I	
Ability to build effective working relationships with students	A & I	
Knowledge of guidance and requirements around safeguarding children	A & I	
Effective communication and interpersonal skills	A & I	
Ability to communicate a vision and inspire others	A & I	

D. Personal Attributes	Essential	Desirable
A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	I	
Uphold and promote the ethos and values of the school	I	
Ability to work under pressure and prioritise effectively	I	
Maintain confidentiality at all times	I	
Commitment to safeguarding and equality	I	

E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory)	I	

Application (A) | Interviews (I) | References (R)