



The Hertfordshire & Essex High School
and Science College



JOB DESCRIPTION

Job title:	Subject Leader:
Reports to:	Assistant Headteacher:
Contract Type:	Permanent
Location:	The Hertfordshire & Essex High School
Date:	April 2026

Main Purpose of the Role

The main purpose of a Subject Leader is to take responsibility for the leadership and management of the subject, ensuring high quality teaching and improved standards of learning and achievement for all students. Subject Leaders are also required to contribute to the wider success of their faculty and the school. All Subject Leaders are allocated a designated form group and they are responsible for providing effective pastoral care to their form to support their learning. They are also required to contribute and be involved in extra-curricular activities and the wider life of the school community.

Duties and Responsibilities

Subject Leaders are required to fulfil the duties listed in a Teacher job description in addition to those specific responsibilities listed below.

Impact on educational progress beyond assigned students:

- Be responsible for leading and developing an ethos of improvement and self-evaluation within the subject
- Set and monitor subject targets, within whole school targets. Intervene and act as appropriate to ensure that subject and whole school targets are met
- Identify subject development priorities and contribute to the writing and monitoring of the Faculty Annual Development Plan
- Contribute to the leadership and management of faculty reviews
- Reflect on and evaluate the effectiveness of the team
- Monitor students' behaviour, taking action as appropriate, and ensure that teachers adhere to procedures of the school's Behaviour for Learning policy
- Maintain an overview of parental contact, ensuring regular contact as needed
- Interrogate and use data including TGs, TLs, WAGs and WALs to track individual student performance and progress, and that of specific groups of students, ensuring that students achieve at or beyond their TG/Ls
- Be responsible for extra-curricular clubs, activities and enrichment opportunities within the subject

Lead, develop and enhance the teaching practice of others:

- Create and maintain a team and school ethos
- Ensure that schemes of learning are in place
- Use meetings to share good practice, moderate, train and disseminate information
- Undertake performance appraisal, in line with school policy
- Offer CPD to the team and across the school in an area of expertise
- Provide regular opportunities for less experienced teachers to see you teach
- Develop teaching strategies to engage all students and maximise their potential
- Lead, coach and support colleagues (including ECTs, ITTs, Schools Direct (salaried) Trainees, OTTs)

Have accountability for leading, managing and developing the subject:

- Communicate the school vision to members of the team
- Lead, motivate, support and develop all colleagues
- Undertake subject self-evaluation within a planned cycle of regular observation/feedback to colleagues, work scrutiny and interviews with students, in line with the school self-evaluation policy
- Ensure the smooth-running of all related examinations, through close liaison with the Examinations Officer
- Contribute to the school's annual development plans as required, linking subject priorities to whole school priorities
- Be an agent for change, implementing whole school initiatives which support the raising of student attainment and achievement (eg challenge, assessment, and varying learning styles)
- Lead innovation in learning by keeping abreast of subject developments, engaging with school-wide learning initiatives and leading these within the team
- Monitor subject and individual student targets and progress through assessment of planning, record keeping, marking, teaching progress, homework and assessment across the subject, maintaining a central record of baseline and subject assessment data and targets to monitor the progress of students and the effectiveness of the team
- Conduct an annual review of the curriculum offered at all levels
- Lead subject meetings – identify the purpose, circulate an agenda and minutes
- Following each reporting cycle, check the standard of teachers' reports, review assessment data and co-ordinate follow-up across the subject
- Following each student tracking session, review the outcomes and implement strategies as appropriate
- Be available for consultation, by phone, on A/AS Level and GCSE results days
- Manage the delegated budget for the subject in order to resource the curriculum effectively
- Participate in recruitment and retention of teaching staff as required
- Contribute regularly to the school newsletter, including the submission of photos, and ensure that the subject's work is well represented in the newsletter

- Undertake subject specific responsibilities, as discussed with the Assistant Headteacher:
Communications Faculty

Contribute to self-evaluation by:

- Contributing to the completion of the current school evaluation processes as required
- Assisting the Subject Leader to complete relevant sections of the school's Annual Development Plan
- Taking part in lesson observations to share good practice and as part of the school's self-evaluation practice
- Participating in faculty reviews as required

Professional development and performance appraisal:

- Attend all CPD days and training as required (occasionally this might involve a minimal amount of additional directed time, but this will be well within the directed time allowance)
- Review own professional development and identify training needs
- Take part in the school's performance appraisal programme and be committed to improving own practice
- Have a creative and constructively critical approach towards innovation, being prepared to adapt practice where benefits and improvements are identified
- Act upon advice and feedback and be open to coaching and mentoring

Budgets/Resources:

- Work with managers to identify resource needs and contribute to the effective and economic management of resources
- Keep subject and form rooms tidy and have effective displays

Fulfil wider professional responsibilities by:

- Make a positive contribution to the wider life and ethos of the school
- developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Deploying support staff effectively as required
- Taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Communicating effectively with parents with regard to students' achievements and well-being
- Contributing to the school's extra-curricular and enrichment programme
- Sharing in the celebration of success of students for whom a teacher has pastoral responsibility
- Contributing to, and supporting students to contribute to the school's news communications, including the submission of photos; in addition to contributions for any trips organised

Other responsibilities:

- Subject Leaders are expected to demonstrate consistently high standards of personal and professional conduct and are expected to abide by school policies and the expectations outlined in the Department for Education's teachers' standards guidance

- Staff may be asked to undertake occasional other, reasonable tasks at the request of their line manager
- The school is committed to the safeguarding of children and all teachers are required to understand and follow any safeguarding policies and procedures that are in place

PERSON SPECIFICATION

Qualifications

- A good undergraduate degree in chosen subject
- Qualified Teacher Status
- Evidence of recent professional development

Experience

- Expert knowledge of the National Curriculum, particularly in the relevant subject curriculum
- Experience of planning, delivering, monitoring and evaluating lessons and learning as part of a school curriculum
- Experience using a range of engaging teaching methods, including ICT resources
- Experience working with students with special educational needs

Skills and Abilities

- Understanding of high-quality teaching and learning strategies in the subject and the ability to model this for others and support others to improve
- An in depth knowledge of and passion for subject that is being taught
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships with staff, students and other stakeholders
- A solid understanding of the principles of child development and learning processes and in particular barriers to learning and an ability to adapt teaching to meet student's needs
- Proficiency in the use of ICT and the software programs used in schools and an understanding of how ICT can be used effectively to motivate young people to learn
- Effective communication skills and interpersonal skills
- Highly organised and calm under pressure with the ability to prioritise effectively
- Sensitive, caring and responsive to the needs of young people
- Flexible and adaptable to the needs of the role

Other Requirements

- A commitment to safeguarding and equality
- A commitment to the school's mission and vision
- Strives for the highest possible standards at all times
- Resilient and positive and willing to go the extra mile
- A willingness to make a positive contribution to the school community

This job description is not intended to be a comprehensive definition of a post. It may be subject to modification or amendment, in consultation with the post holder, to meet the changing needs of the school.