

Job Description

POST: Subject Leader
SCHOOL: St John Fisher Catholic High School
PAY RANGE: TLR2b
RESPONSIBLE TO: Head of Faculty

Job Purpose

In addition to the requirements of a class teacher and any other agreed responsibilities, to be accountable for the results of the subject and to hold accountable, develop and lead teachers of the subject.

Areas of responsibility and key tasks:

- To agree and support the achievement of pupil progress targets in the subject and to make a measurable contribution to whole school targets through effective target setting and monitoring.
- To support, facilitate and monitor the progress of the designated subject development plan to ensure it makes a significant contribution to the school improvement plan.
- To provide regular feedback for subject teachers in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning in the subject.
- To review and report annually on the standards of teaching and learning in the designated subjects consistent with the procedures in the school self evaluation policy.
- To consult with the designated subject teachers and assist with the formulation, communication and monitoring of the school improvement plan to ensure concerns and ideas are considered and all staff understand the key school targets and the part they play in achieving these.
- To support and assist teachers to ensure they understand and are actively implementing the key aspects of the school's behaviour and inclusion policies.
- To provide regular progress updates to the Head of Faculty to ensure the SLT is fully aware of all successes, issues and concerns in the subject.
- To promote clear expectations and standards of both students and staff through personal example and practice
- To lead subject team meetings and brief the team on whole school issues and individual student progress
- To act as a reviewer for performance management for teachers of the subject

- To be responsible for consistency of standards and expectations in all teachers of the subject, ensuring that school policies and procedures are implemented effectively
- To ensure that teachers of the subject are informed of subject developments and pedagogy at both local and national level
- To effectively share and update data on student progress and attainment
- To ensure that suitable professional development is accessed by teachers of the subject in line with performance management targets and whole school priorities
- To ensure that students are appropriately taught and prepared for external exams
- To ensure that achievement is both promoted and celebrated through a positive subject ethos
- To ensure that students' work is marked and assessed according to school policy and practice and that appropriate feedback is provided to enable further progression
- To oversee the reporting to parents of progress in the subject and that this is punctually completed to published school timelines
- To ensure that parents are informed of their child's progress, celebrating success and sharing any concerns that may arise which might affect progress in the subject
- To represent the subject's views to the Head of Faculty or SLT as required
- To liaise with the timetabler concerning the subject's requirements
- To contribute to whole-school work on curriculum development