



### Job Description: Subject Leader

**Job purpose:** Provide professional leadership and management of a subject area in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

**Reporting to:** Headmistress, through senior leadership team structure.

**Responsible for:** All teachers of the subject

Strategic leadership and accountability	<ul style="list-style-type: none"> <li>• Be accountable for leading, managing and developing the subject area.</li> <li>• Be accountable for all pupil progress in the subject(s).</li> <li>• Be accountable for the quality of teaching and learning in the subject(s).</li> <li>• Implement relevant school improvement priorities</li> <li>• Promote subject(s).</li> <li>• Represent subject(s) at internal and external meetings.</li> <li>• Produce, implement and evaluate the DLDP.</li> <li>• Contribute to the production, implementation and evaluation of the SLP.</li> <li>• Produce and evaluate SEF information.</li> <li>• Contribute to the development of school policies.</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Understand statutory curriculum requirements.</li> <li>• Understand and implement new initiatives as directed by SLT etc.</li> <li>• Keep abreast of current issues: subject, national, pedagogy etc.</li> </ul>
Leading and managing teaching and pupil learning across the subject area	<ul style="list-style-type: none"> <li>• Produce and evaluate the S.O.L for all appropriate key stages.</li> <li>• Quality assurance of learning and teaching.</li> <li>• Ensure that pupils of all abilities are catered for.</li> <li>• Co-ordinate and oversee the preparation of students for assessment e.g internal exams, external exams at KS3, GCSE, AS, A2 and Oxbridge, coursework/controlled assessments.</li> <li>• Liaise with Exams Officer for External Exam entries.</li> <li>• Create an effective climate for learning within the subject area.</li> <li>• Lead and develop provision for the more able.</li> <li>• Lead and develop provision for SEND students.</li> <li>• Lead and develop extra curricular and cross curricular</li> </ul>
Monitoring pupil progress and the effectiveness of learning and teaching	<ul style="list-style-type: none"> <li>• Monitor pupil standards and achievement against targets and benchmarks.</li> <li>• Data analysis and target setting.</li> <li>• Quality assurance.</li> </ul>
Managing and developing staff and other adults	<ul style="list-style-type: none"> <li>• Lead, develop and enhance the teaching practice of others.</li> <li>• Staff deployment.</li> <li>• Conduct the appropriate PDM reviews for teaching staff within the department (and support staff where appropriate)</li> <li>• Appoint/ induct/ mentor new staff.</li> <li>• NQTs.</li> <li>• ITT students.</li> <li>• Oversee support staff (where applicable)</li> </ul>
Managing resources	<ul style="list-style-type: none"> <li>• Resources – effective and efficient deployment/purchasing.</li> <li>• Ensure a stimulating but safe working environment in which risks are regularly assessed.</li> <li>• Area/displays regularly updated.</li> </ul>
Relations with parents and wider community	<ul style="list-style-type: none"> <li>• Liaise with parents /PALs when concerns are raised.</li> <li>• Primary liaison.</li> <li>• Links with outside agencies to develop subject.</li> </ul>

All job descriptions are in addition to the school teachers' pay and conditions document published annually by the DfE and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main responsibilities and duties required by the school. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed employer \_\_\_\_\_ Date \_\_\_\_\_

Signed employee \_\_\_\_\_ Date \_\_\_\_\_