

Job Description

Job Title:	Head of Subject
Salary & Grade:	MPS-UPS
Reports to:	Head of Faculty

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

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.

Purpose of the Role – Head of Subject

- To take on responsibility as Head of Subject
- To build on and develop consistency of excellent leadership by developing an effective and efficient leadership structure
- To better encourage and facilitate collaboration about effective teaching and learning strategies across the school
- To create levels of Middle Leadership which are equitable in terms of status and responsibility and allow all members of the Faculty access to the most senior levels

Duties and Responsibilities of the Role:

- Engage in and actively promote whole Faculty vision underpinned by the principles above
- Lead vision for subject which contributes to Faculty vision
- Support effective collaboration across the Faculty
- Lead effective collaboration within subject
- Contribute to collaboration with Pastoral Teams to support positive student outcomes in the subject area
- Accountability to HoF
- Responsibility for all student progress and attainment within subject
- Meet as Faculty Leadership Team (FLT)
- Meet as whole Faculty as required
- Faculty Briefing attendance and participation
- Contribute to self-evaluation practices within the Faculty by leading self-evaluation in subject area
- Contribute to rigorous monitoring of the quality of teaching and learning within the Faculty by leading subject area
- Contribute to the identification of strengths, improvements and areas requiring development, especially within subject area
- Identify subject priorities which contribute to the Faculty Improvement Plan (FIP)
- Contribute to actions designed to improve outcomes for all students within the Faculty but especially within subject area

- Contribute to intervention required if teaching and learning falls below expected standards, especially within subject area
- Contribute to sharing best practice in teaching in learning across all key stages within the Subject by promoting and sharing common styles of learning
- Lead, monitor and develop appropriate, effective intervention strategies to tackle any underachievement, especially within the Subject
- Actively support the monitoring and review of incidents of poor behaviour and maintenance of high standards of discipline, especially within the Subject
- Actively engage in and support an effective and appropriate rewards system to support success and promote excellence within the Faculty
- Communicate issues linked to the welfare of students in the Subject to the Head and Deputy Head of Faculty to ensure that positive student outcomes can be realised
- Appraiser for subject staff
- Lead and actively promote appropriate professional learning opportunities within the Subject
- Encourage sustainable, distributed leadership at all levels in the Subject
- Support the deployment of teaching staff, coordination of allocation of support staff and distribution of physical and financial resources to support the teaching and learning within the Faculty
- Support the FLT in ensuring compliance in all school policies, especially within the Subject
- Support the HoF and DHoF in the day-to-day management of the Faculty, especially issues relating to the Subject
- Support FLT in understanding of staffing requirements within the Faculty
- Understand the curriculum changes and innovations in teaching and learning that will affect the subject and share with FLT
- Support the curriculum developments across the Faculty, ensuring appropriate personal pathways for all students especially within the subject
- Share curriculum expertise and recommended curriculum developments of subject with HoF
- Support the communication of the Faculty vision and aims to parents, community members, Governors and other stakeholders
- Play a full and active part in the life of the school, supporting celebration events and extra-curricular activities as appropriate
- Attend after-school evenings to promote the school and Faculty as required
- Support the development of appropriate Faculty links with Primary Schools, community groups and local businesses

Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity:

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description,

the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:		Issue Date:	
Postholder Signature:		Signature Date:	