

Job Title:	Lead Teacher
Responsible to:	Director/SLT Link
Grade:	As agreed
Hours of Work:	Full time hours (or part time as agreed if requested)
Line Management of:	Department Teachers, Technicians (if applicable)

This job description is in addition to the Teacher's Job Description

#### Purpose of post

The Lead Teacher will take lead responsibility for providing leadership and management for the department to secure:

- Consistently high-quality teaching
- Consistent implementation of school policies and procedures
- Effective use of resources
- High standards of learning, progress and achievement for all

#### Principle Responsibilities:

##### Strategic direction

- Develop and implement policies for the department in line with the school's commitment to high-quality teaching and learning
- Actively promote the subject to the school, local and wider communities
- Have a good understanding of how well the subject is being delivered and the impact it has on student achievement, through robust monitoring and evaluation
- Use this understanding to feed into the school development plan and produce an action plan for the subject
- 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 appropriate colleagues in school to ensure the curriculum matches the needs of different students, such as disadvantaged students, EAL 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
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events

### 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 curriculum is planned effectively to enable and maintain the development of high standards of teaching and learning and that this is consistently implemented across the school
- Ensure that high quality teaching and learning is consistent across the curriculum and take appropriate action to support development and improvement, where this is required
- 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
- Actively promote interest in the subject outside the immediate physical and timetabled confines of the department
- Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department
- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school

### Marketing and external links

- Actively promote the department within the school community to encourage students' interest in the subject area.
- Contribute to the positive promotion and marketing of the school in the local and wider community
- Lead the department's development of external links and contribution to events

### Leading and managing staff

- Establish an effective team and hold regular meetings on the subject to keep staff 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 work, plans and learning platforms and talking with students to assess how well the subject area is being implemented and how well it is 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 appraisals, appraising staff in line with the school's policy
- Contribute to timetabling and manage setting students into attainment groups where required
- Be a role model for standards and ensure that the team consistently demonstrate the expected standards and behaviours

#### Efficient and effective deployment of resources

- Provide support with textbooks and library books in subject area
- Create a safe, welcoming environment
- Audit, check and manage resources to ensure they are up to date and match student and curriculum needs. Ensure an up to date inventory of resources is kept and replenished in advance so as to obtain best value
- 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 due to coronavirus

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly 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 expectations of the School in relation to the post holder's professional responsibilities and duties. The postholder may be required to carry out appropriate duties within the context of the job, skills and grade.

The Headteacher/SLT may vary the duties from time to time without changing their general character or the level of responsibility entailed.

The school is committed to safeguarding and promoting the welfare of students, and requires all staff to share this commitment. Thus an enhanced, in date, DBS disclosure will be required for all staff and volunteers as appropriate to their post.