



## Bishop's Hatfield Girls' School

### Job Description

JOB TITLE:	Subject Leader for xxxx
REPORTS TO:	TEACHING AND LEARNING LEADER for <i>faculty</i>
SALARY RANGE:	Main/Upper Pay Range (Bands 1 -3) +TLR2a (£3388 in 2024-25)
Contract:	Permanent; Full time / part time (minimum 0.8)
Date reviewed:	April 2024

#### Purpose of the job

- To provide professional leadership to secure high quality teaching and improved standards of learning and achievement for all students in the designated subject(s).
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area(s), in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To provide management of and effective use of resources.
- To deputise, as required, for the Teaching and Learning Leader (Head of Faculty) in the curriculum area.

#### Main areas of responsibility and accountability (under the guidance and support of the Teaching and Learning Leader (Head of Faculty) – full scope to be negotiated subject to skills and areas of interest):

- High standards of teaching and learning
  1. To have and make explicit high expectations of staff who teach and students who study in the subject area(s).
  2. To be responsible for the organisation of the teaching in the subject area(s) throughout the school, including leadership of relevant meetings/agenda items.
  3. To review, monitor and develop the curriculum for the subject area(s), updating schemes of work as necessary to include cross-curricular initiatives and ensuring that staff teaching in this area follow schemes of work and plan lessons appropriately.
  4. To develop innovative approaches to study in the subject area(s) in order to ensure appropriate access and achievement for **all** students, ensuring that staff in the subject(s) area take account of individual students' learning styles and make use of thinking skills.
  5. To meet the needs of all students in the curriculum area(s), taking into account all available resources, and manage their behaviour and its impact on their learning in line with the school's behaviour management policy.
  6. To ensure that robust procedures are in place to monitor the quality of teaching and learning outcomes throughout the subject area(s), including the use of lesson observation and book sampling.
  7. To promote educational enhancement activities (eg. booster classes, trips and visits).
  8. To promote an understanding among staff of how to use comparative data to inform teaching and learning.
  9. To use student data to set targets and to make comparisons both locally and nationally within the subject area(s), providing data when required.
  10. To oversee marking and assessment in the subject area(s), ensuring that whole school policy is followed and taking any action necessary to secure improvement.

11. To oversee the reporting process in the subject area(s), collating, analysing and reporting on results, identifying appropriate strategies and actions necessary to secure improvement.
  12. To devise, in accordance with the school's overall policies, means of assessing and monitoring students' progress and achievements and then recording and reporting these both internally and to parents.
- Performance Appraisal (relevant to the line management of staff in the subject area)
    1. To ensure that appropriate performance appraisal arrangements are in place and maintained in the subject area(s).
    2. To set challenging objectives for continuous professional development of staff in the subject area(s) in line with capability standards.
    3. To develop and enhance the teaching practice of others to reflect school, subject area(s) and individual needs/aspirations.
  - Knowledge / skills / expertise
    1. To maintain commitment to personal subject knowledge, skills and expertise.
    2. To ensure knowledge of pedagogy, classroom management, research/inspection findings and their effects on the subject area(s) and the school remain up to date.
  - School level
    1. To secure commitment to the school's vision by contributing significantly to the school's planning (both short and long term) and provide leadership to whole school developments, as required.
    2. To contribute to school self-evaluation and school improvement planning through the monitoring and evaluation of the work in the subject area(s), producing reports as required.
    3. To maintain, as appropriate, communication with internal (eg governors and parents / carers) and external agencies (eg. exam boards, DfE).
  - Personnel
    1. To participate in the recruitment, selection and appointment process of new staff and as promotion opportunities arise within the subject area(s).
    2. To mentor any new member of staff in the subject area(s).
    3. To support, guide and motivate team members and support staff.
    4. To organise and participate in meetings as appropriate.
    5. To advise on pay progression.
    6. To provide references for staff in the subject area(s).
  - Student outcomes
    1. To set up systems which ensure that student outcomes at KS3, KS4 and Post-16 meet targets set at performance appraisal for individuals within the subject area(s) and for the subject area as a whole.
  - Resources
    1. To manage the resources of the subject area(s) within the limits of the delegated budget and in accordance with the school's financial procedures, ensuring value for money.
    2. To be responsible for the accommodation in the subject area(s), including issues of display and Health and Safety.

### Job context

The subject area may comprise specialist teachers, support staff and teachers for whom this is a second subject.

There is a Head of Faculty and Subject Leader(s) with whom the performance appraisal of staff is shared. Within the subject area, teachers on Band 3 of the pay range (UPR) can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards. In particular, teachers on Band 3 will

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute effectively to the wider team.

#### Additional specific responsibilities

- Carrying out the duties of a Form Tutor attached to a Form group attached to a Form group or 6th Form Personal Tutor, in accordance with the Job Description of Form Tutor, when required to do so.

#### **Additional Information**

The jobholder is required to contribute to and support the overall aims and the ethos of the school.

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school's policies and practices.

This job description is current at the date shown and may change if any further re-structuring takes place. 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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### **Disclosure and Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.