

WINDSOR GIRLS' SCHOOL

SUBJECT LEADER Job Description

Grade of Post TLR 2B £5,643

Job Purpose To share the strategic leadership of the subject, to teach students in the school and to carry out such other associated duties as are reasonably assigned by the Headteacher

Applicable Contract Terms and Duties

The duties outlined in this job description are to be performed in accordance with the provisions of the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with the post holder agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Relationships The post holder is responsible to the Headteacher in all matters and to the Line Manager in respect of curricular matters.
The post holder will be responsible for ensuring appropriate supervision and management of all staffing allocated to work within the Subject area

The Subject Leader will be expected to:

- Develop and sustain meaningful working relationships with staff
- Model behaviours appropriate to the position
- Support and challenge staff you are responsible for
- Maintain high standards
- Be accountable

The Subject Leader will be responsible for:

- Sharing strategic leadership of the subject area as directed by the Line Manager.
- Creating and developing appropriate schemes of work, lesson plans and assessment tools, taking into account the need for differentiation and the inclusion of ICT.
- Implementing school policies relevant to the subject including those relating to behaviour, homework and assessment.
- Ensuring that evaluation is effective in terms of staff performance, academic standards and the personal development and well being of the students.
- Producing Subject Development Plans to address the identified priorities and to feed into school plans.
- Producing a Subject Self-evaluation Form to feed into the whole school SEF.
- Managing and deploying resources efficiently and effectively.
- Ensuring compliance with Health and Safety requirements within the subject area

The Subject Leader will be accountable for:

- The standards reached by all students including those with special needs and the gifted and talented in the subject throughout each key stage.
- The standard of learning and teaching in the subject.
- The effective use of resources.
- The performance management of a significant number of staff in their subject area and the evaluation of the quality of learning and teaching.

The Subject Leader will be expected to assist in:

- The appointment of staff as required
- Provision of appropriate, co-ordinated and targeted training for subject teachers.