



St. Mary's Senior School
Job Description for Subject Lead

Core Purpose

- The postholder will be expected to undertake duties in line with the professional standards for qualified teachers to secure the highest standards of learning and achievement for students within an atmosphere where students feel challenged, valued, safe and secure.
- To model the school's vision and values through implementation of agreed policy, practices, and procedures.
- To demonstrate high quality teaching so all pupils make progress.
- To teach pupils, and ensure that planning, preparation, recording, assessment, and reporting meet their varying learning and social needs.
- To work closely with the other members of the Faculty to promote effective working to constantly seek to improve learning and teaching and raise progress and achievement for all students.
- To work closely with the other members of the Faculty in leading specific initiatives/projects within the Faculty to secure further improvements in student progress and attainment and strengthen links with the community.
- To support a culture that promotes excellence, equality, and high expectations for all students.

Key Responsibilities

- To operate a system for sharing good practice within the Subject/Faculty.
- To oversee the management and development of the Subject curriculum.
- To play an active role in the development and updating of schemes of work and assessments and to monitor, their consistent implementation.
- To develop and promote Subject focused activities and educational visits.

1. Support

- To support the implementation of the faculty team vision and ethos to raise academic standards.
- To choose/plan appropriate syllabuses.
- To share good practice and resources with other members in the faculty.
- To contribute to a comprehensive, up to date, Faculty Handbook in electronic format.
- To contribute to the development of an annual faculty improvement plan, which contributes to the achievement of the School Improvement Plan.
- To keep up to date with developments in subject areas as well as teaching practices and methodologies.
- To assist the Head of Faculty in supporting whole school events, for example Open Mornings, Parents' meetings, Taster/Experience events.
- To help promote and co-ordinate cross curricular approaches and developments, working with other subject teachers.

- To keep up to date with national developments in the subject area and teaching practice and methodology.

2. Teaching

- To develop high quality resources for teaching and learning.
- To plan appropriate teaching to meet all the needs of pupils through differentiation.
- To make effective use of IT to enhance teaching and learning.
- To be proactive in maintaining up to date subject knowledge.
- To participate in the school's performance management process.
- To provide cover for absent colleagues as directed by the Head of the Senior School.

3. Communications and Liaison

- To ensure that you are familiar with the aims and objectives of the Faculty.
- To support the effective communication/consultation across the faculty with parents of students.
- To liaise with feeder schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies as required.
- To contribute to the planning and delivery of school liaison activities, for example 'taster' events.

4. Academic and Pastoral Monitoring

- In conjunction with the Head of Faculty, to identify and take appropriate action on issues arising from data, systems, and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To support the overall progress and development of students within your subject/s in relation to targets set for individuals, ensuring that follow-up intervention procedures are adhered to, to maximise student progress.
- To ensure that parents are informed in a timely manner of interventions.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- To use the reward system and behaviour management system consistently.

5. Administrative Duties

- To maintain accurate and complete mark book in line with school policy.
- To ensure that attendance, progress, behaviour, and attainment of students taught within your classes is regularly recorded.
- To report to parents on the development, progress, and attainment of students.
- To ensure paperwork/evidence required for inspection/day to day operations is completed and stored appropriately as directed by the Assistant Head (Academic) in the Senior School.
- To work with the Head of Faculty and other teachers within the faculty, provide or contribute to oral and written assessments, reports and references relating to students within the faculty as and when requested by the Head of Senior School or Assistant Head (Academic) in the Senior School.

6. Other specific duties

- To attend INSET training, staff meetings and briefings as directed by the Senior Leadership Team.
- To participate in wider school initiatives, such as Activity Weeks and Residential/Day Trips.

- To contribute to the faculty's offer to the school's enrichment programme so a variety of activities is offered by the faculty.
- To carry out scheduled Staff supervisory duties such as at break and lunch times.
- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example.
- To comply with whole school policies and procedures.
- To maintain a visible, professional, and high profile within the school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

Compiled 25/2/2022

Person Specification – Subject Lead

	Essential	Desirable
Education/Qualifications/Training		
Education to degree level in a relevant subject	√	
QTS		√
Evidence of Continued Career Development	√	
An understanding of current best practice in education	√	
Skills and Experience		
Experience of teaching across age and ability range.	√	
High Level of ICT Literacy		√
Experience of Pastoral Care (Form Tutor)		√
Personal Qualities		
A positive attitude	√	
An ability to forge good working relationships with others	√	
Willingness to learn	√	
An ability to self-evaluate	√	
A willingness to commit to a whole school ethos	√	

Compiled 22/01/2022