



## Blessed John Henry Newman RC College

Dignity & Excellence

### Subject Leader

#### Job Description

This is a generic framework for **Subject Leader** roles. Reference is made throughout to Teacher Standards and the School Pay and Conditions Document (Sept 2016).

#### Generic Principle Responsibilities:

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Play a major role in supporting the essential business of Newman RC College in providing an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.
- Meet all the criteria of TDA core and post-threshold standards, the school pay and conditions document and the responsibilities of a main-scale teacher in addition to those outlined below.

#### Accountability:

The **Subject Leader** will be directly accountable for their area of responsibility and any expected outcomes. They will report to the Director of Learning for their faculty and will be monitored and evaluated on their impact.

- Raise standards of student attainment and progress of all pupils and for 'Closing the Gap'.
- Ensure the provision of effective strategies for monitoring, mentoring and intervention to support student academic progression and address underachievement of students.
- Liaise with the Directors of Learning to effectively deploy teaching/support staff to support student progression.
- To track the progress and achievements of students.

#### Principle responsibilities of the post:

#### Leadership and Management:

- Attend all faculty meetings as required.
- Meet regularly with the Director of Learning as required by the Headteacher.

- Ensure communication is upheld with all members of the department and other subject leaders.
- Contribute to the selection and recruitment of other teachers and support staff, including the induction and assessment of new teachers, where appropriate.
- Assist the Director in carrying out performance management and threshold assessments of other teachers for whom he/she has responsibility
- Coordinating and managing the work of other staff.
- Support school partnerships with higher education establishments for ITT.
- Contribute to a cooperative team who understand their responsibilities and are consistent in the practice of school policies and procedures.
- Maintain a department handbook up to date and in line with school expectations.
- Manage the department budget allocation.
- Contribute to school liaison and marketing activities and the effective promotion of the school and faculty at all events.

**Quality of Teaching and Learning:**

Lead the development and monitoring of

- Monitor adherence of department staff to professional duties for purposes of school self-evaluation, i.e. assessment, recording, reporting of achievement.
- Monitor the quality of teaching and learning in the department, in accordance with school MTL policy.

**Curriculum development:**

- Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum.
- Ensure delivery of cross-curricular initiatives.
- Deploy staff on the timetable as effectively as possible in line with school priorities.
- Ensure the department curriculum contributes to the realisation of the school curriculum vision and priorities.
- Ensure department staff are kept up to date with curriculum development issues, including: within school, locally and nationally.

**Behaviour for Learning:**

- Monitor and coordinate pupil management within the department in accordance with the school BfL policy, including interrogation of BfL data.