

# HIGHLANDS SCHOOL

## HEAD OF SUBJECT

### Job Description

At the heart of subject leadership is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and well-being. A Head of Subject must provide leadership and direction for the subject and ensure that they are managed and organised to meet school, faculty and subject aims and objectives. A Head of Subject plays a key role in supporting, guiding and motivating teachers of the subject. **Heads of Subject evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff in order to inform future priorities for the subject and faculty. The policy and practice of monitoring within a subject provides the information for evaluation and action.** A Head of Subject identifies needs in their own subject area and recognises that these needs must be considered in relation to the overall needs of the school. It is also important that a Head of Subject has an understanding of how their subjects contribute to school priorities and to the overall education and achievement of all students.

Throughout their work a Head of Subject ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in the school.

#### **JOB PURPOSE**

To lead, manage, develop, and be accountable for the subject team and the curriculum at Key Stages 3, 4, & 5 in order to ensure the highest possible standards of pupil achievement, personal development and well-being.

#### **REPORTING**

The post holder will report to the specified Head of Faculty

#### **RESPONSIBLE FOR**

The post holder will be responsible for the teaching and support staff allocated to the subject.

#### **WORKING TIME AND CONDITIONS**

These will be as specified in the latest School Teachers Pay and Conditions Document

#### **DIMENSIONS**

The post holder will be responsible for the following, with reference to the national framework for middle leaders:

- The strategic direction and development of the subject
- Teaching and learning
- Leading and managing staff
- Pupil progress and standards of achievement
- The efficient and effective deployment of staff and resources

#### **ACCOUNTABILITIES**

##### **The strategic direction and development of the subject**

1. To ensure that the subject culture, policies and practices follow and contribute to those of the school
2. To contribute to a whole-school culture and climate which enable staff and pupils to develop and maintain positive attitudes towards the subject.

3. To create an annual subject improvement plan, which contributes to the achievement of the Faculty Improvement Plan, and which involves all the subject staff in its design and evaluation. This will reflect the school's commitment to continuous improvement, high achievement, effective teaching and learning, and inclusion.
4. To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
5. To contribute to whole school planning, review, monitoring and evaluation.
6. To create and regularly update a subject SEF within which, standards of leadership, teaching and learning, and pupil achievement against school, local, and national standards are monitored, evaluated and reviewed including by regular lesson observation, sampling work, collating and interpreting data..
7. To represent the subject in the wider school community and liaise with the rest of the school, governors, partner schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.
8. To keep up to date with national developments in the subject area and teaching practice and methodology.

### **Teaching and learning**

9. To lead all subject staff in the creation, consistent implementation, and improvement of courses/schemes of work which meet school and national requirements, and are accessible to and provide suitable challenges for all students, including key skills
10. To lead the development and implementation of effective teaching and learning strategies, including ICT-based developments.
11. To lead the development and implementation of effective departmental assessment policies, within the framework of those for the Faculty and whole school
12. To promote and support extra-curricular activities, which enrich and support the learning and experience of all pupils, and increases their participation in school life. To ensure that the school has, as a minimum, a fully operational school choir and a fully operational instrumental group (e.g. brass band, orchestra, or other) involving a significant number of students, who perform regularly at school functions including assemblies.

### **Leading and managing staff**

13. To build a team in which good practice is shared, and meeting time is used effectively to raise achievement, and support pupils' personal development and well-being.
14. To monitor the performance of staff in the department and take responsibility for any necessary action arising.
15. To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning; the above to include participating in and leading the school's programmes of staff training and development.
16. To communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented.
17. To ensure that staff understand and effectively implement school policies.

### **Pupil progress and standards of achievement**

18. Within the framework of whole-school policies, to set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress.
19. To maximise achievement by ensuring that examination entries are at an appropriate tier and non-entries are minimised; to assist with the management and conduct of examinations.
20. To promote, manage, and be responsible for high standards of pupil behaviour.
21. To implement creatively the school's systems for rewarding good pupil performance and to ensure all staff use them effectively.
22. To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children's progress.

## **The efficient and effective deployment of staff and resources**

24. To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down
25. To assist in the recruitment of staff.
26. To be responsible for the effective deployment of staff and to make appropriate arrangements in their absence.
27. To ensure that the department's accommodation/ area, resources and equipment are maintained in good order, including the management of a) health and safety, and b) security.
28. To provide a stimulating environment, including maintaining displays that promote interest and learning

## **Other Specific Duties**

29. To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
30. To undertake any other duty as specified by the STPCD not mentioned in the above.
31. 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 a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

All of the above are to be undertaken under the supervision of the Head of Faculty or their nominee.

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

## **Review Arrangements**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.**