



WEOBLEY HIGH SCHOOL

JOB DESCRIPTION – SUBJECT LEADER

General responsibilities

1. Carry out the professional responsibilities of a teacher as outlined in the Conditions of Employment of School Teachers as prescribed in the Teachers Pay and Conditions Document.
2. In addition to the duties described in the classroom teacher job description as set out by Weobley High School, undertake the specific responsibilities detailed below.

Specific responsibilities

1. Share in the development of School Policy by attendance at appropriate meetings and discussion groups – particularly middle leadership Planning Meetings.
2. Carry out a wider leadership role within the school and particularly within the department, by the demonstration of high standards of professional conduct, competence and the line management of the departmental team.
3. Actively participate in the school performance management cycle, by meeting stringent targets, and setting challenging targets for the department members.
4. Implement wider school policies as they apply to the department.
5. Set and maintain high standards of teaching and learning within the subject by example, and by:
 - A. Departmental meetings and discussions
 - B. Exploring and trialling a range of teaching strategies to match the learning needs of all students
 - C. Providing up-to-date syllabuses and schemes of work for departmental use, which are regularly reviewed by departmental discussion.
 - D. Liaison with external agencies where appropriate.
 - E. Drawing the attention of members of the department to appropriate CPD opportunities, relevant literature and research. Ensure that department members fulfil performance management CPD requirements.
 - F. Contributing to the whole school assessment, recording and reporting policy and ensuring detailed use of prior attainment data to set challenging student targets for attainment.
6. Give professional guidance and support to all categories of teaching and non-teaching staff within the department, particularly NQT and ITT members, in matters of curriculum, organisation and discipline. Record and feedback progress when necessary to SLT.
7. Provide support to departmental colleagues in matters of class management. Ensure that referral policy is followed and students are appropriately dealt with at departmental level.
8. Ensure that the level of challenge for all students is appropriate, by regular work scrutiny sampling and homework sampling across teaching groups.
9. Follow SEN policy, and ensure that all guidance given by the SENCO is acted upon.

10. Ensure robust assessment procedures are followed, which are in line with whole school policy. Appropriate summative assessment results should be completed at the times outlined in the school calendar, and formative assessments in terms of written and verbal feedback should be monitored by marking scrutiny and lesson observation across teaching groups and team members.
11. Ensure the proper care and use of equipment and rooms used by the department and make a positive contribution to the ethos of the school by creating and exhibiting good quality display materials.
12. Effectively manage the department finances, maintain accurate accounts through liaison with the School Business Manager, and provide accurate information to the aforementioned when she needs to update the whole school equipment register.
13. Advise the Deputy Head on timetabling and staffing requirements in good time for the formulation of the next year timetable. Assist with the appointment of new staff.
14. Contribute to the formulation of the School Development Plan in general, and be responsible for the construction of the Department Development Plan based on the SDP.
15. Maintain the departmental Self Evaluation Form.
16. Maintain and revise the Departmental Handbook.