



## Bassingbourn Village College

### Job Description – Subject Leader (Mathematics)

Title	Subject Leader
<b>Purpose</b>	<ul style="list-style-type: none"> <li>➤ To raise standards of student attainment and achievement within the curriculum area and support student progress</li> <li>➤ To be accountable for student progress and development within the subject area</li> <li>➤ To develop and enhance the teaching of others</li> <li>➤ To ensure the provision of an appropriately, broad and balanced relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the governing body and Principal of the school</li> <li>➤ To be accountable for leading, managing and developing the subject area</li> <li>➤ To effectively manage and deploy teaching/support staff financial and physical resources within the department to support the designated subject area</li> <li>➤ To communicate and liaise effectively with a range of stakeholders including governors, parents, students and Local Authority about the work of the subject area</li> </ul>
<b>Reporting to</b>	Deputy Principal: STEM faculty
<b>Responsible for</b>	Teaching staff and other relevant personnel in the subject area
<b>Working time</b>	195 days per year. Full time
<b>Salary/ Grade</b>	TLR 1.1 (£7622)
<b>Main duties</b>	<p><b>STRATEGIC DIRECTION AND DEVELOPMENT OF THE SUBJECT</b></p> <ul style="list-style-type: none"> <li>➤ develop and implement policies and practices for the subject which reflect the college's commitment to high achievement, effective teaching and learning;</li> <li>➤ create a climate which enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it;</li> <li>➤ establish a clear, shared understanding of the subject in contributing to student's spiritual, cultural, moral, mental and physical development, and in preparing students for the opportunities and experiences of adult life;</li> <li>➤ analyse and interpret relevant national, local and college data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods;</li> <li>➤ use data effectively to set attainment targets for students</li> </ul>

and monitor their progress towards these, providing support for students who are underachieving;

- establish, with the involvement of relevant staff, short, medium and long term plans for the improvement, development and resourcing of the subject and monitor the progress made in relation to these plans, evaluating the effects on teaching and learning and use this to inform future planning.

#### **TEACHING AND LEARNING**

- ensure curriculum coverage, continuity and progression in the subject for all students;
- ensure that teachers are clear about the learning objectives of the lesson, understand the sequence of teaching and learning in the subject and communicate this information to students;
- provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students;
- ensure effective development of student's literacy, numeracy, personal learning and thinking and ICT skills;
- establish clear policies and practice for assessment, recording and reporting and use these effectively to ensure students are making good progress;
- set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching and learning;
- evaluate the teaching of the subject in the college, use this analysis to identify effective practice and areas for improvement and take action to further improve the quality of teaching and learning;
- develop effective links with the local community in order to extend the subject curriculum, enhance teaching and learning and develop student's wider understanding

#### **LEADING AND MANAGING STAFF**

- help staff to achieve constructive working relationships with students
- establish clear expectations and constructive working relationships among staff involved in teaching the subject;
- sustain their own motivation and that of other staff involved in the subject
- participate in the college's performance management system;
- audit training needs of subject staff and lead professional development of subject staff;
- enable subject teachers to achieve expertise in their subject teaching;
- work with SENCO and other staff to ensure that individual education plans are implemented;
- ensure that the head teacher, senior managers and

	<p>governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and other subject related development plans.</p> <p><b>EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES</b></p> <ul style="list-style-type: none"> <li>➤ establish staff and resource needs for the subject and advise the headteacher and senior managers of likely expenditure priorities and allocate available resources with maximum efficiency to meet the objectives of the college and subject plans and to achieve value for money;</li> <li>➤ deploy subject staff to ensure the best use of expertise;</li> <li>➤ ensure the effective and efficient management and organisation of learning resources;</li> <li>➤ maintain existing resources and explore opportunities for the development of new resources;</li> <li>➤ use accommodation to create an effective and stimulating environment for teaching and learning the subject;</li> <li>➤ ensure that there is a safe working environment in which risks are properly assessed.</li> </ul>
<b>Pastoral responsibilities</b>	<ul style="list-style-type: none"> <li>➤ To monitor and support the overall progress and development of students within the department</li> <li>➤ To monitor student attendance together with student's progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary</li> <li>➤ To act as a form tutor and carry out the duties associated with that role as outlined in the generic job description</li> <li>➤ To contribute to PSHE citizenship and enterprise education in line with the aims of the school</li> <li>➤ To ensure the Rewards and sanctions policy of the school is implemented in the subject area so that effective learning can take place</li> </ul>
<b>Teaching</b>	To undertake an appropriate programme of teaching in accordance with the Teacher Pay and Conditions document
<b>Other Specific Duties:</b>	<ul style="list-style-type: none"> <li>➤ To play a full part in the life of the school, community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>➤ To support the school in meeting its legal requirements for worship.</li> <li>➤ To promote actively the school's corporate policies.</li> <li>➤ To continue personal development as agreed.</li> <li>➤ To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li> <li>➤ To undertake any other duty as specified by Teacher Pay and Conditions document not mentioned in the above.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continue employment for any employee who develops a disabling condition.

This job description is current at the date shown but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

January 2018