

# Job Description for a Subject leader

## The vision of the Brentford Teacher

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships and work with parents in the best interests of their pupils. A Brentford teacher must achieve this through adhering to the teacher standards as well as the Brentford values that guide our professional conduct.

### EXCELLENCE

Ambitious  
Courageous  
Achieving  
Leadership

### CREATIVE

Risk taking  
Flexible  
Inquisitive  
Reflective

### VISION

BSfG skills  
Values  
Technology  
Global

### Specific Role Responsibilities

<b>Job Title</b>	Head of Subject
<b>Responsible to</b>	A member of the Leadership team
<b>Overall Job Purpose</b>	The subject leader will be responsible for the overall leadership of the department as well as its operational management. The key responsibility of the subject leader will be to ensure that students within that subject make outstanding progress.
<b>Line Management of</b>	Department
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>To ensure all members of the department are teaching consistently good and outstanding lessons and lead by example.</li> <li>To ensure that typicality is regularly monitored through a variety of monitoring activities including learning walks, stakeholders views and work scrutiny.</li> <li>To take corrective action to improve the quality of teaching within the department.</li> <li>To ensure that all learning and teaching within the department reflects the school's teaching and learning and assessment policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• To identify and implement, with members of the department, appropriate developments with regard to curriculum, syllabus and programmes of study in the department.</li> <li>• To consistently explore the use of new and forward-thinking pedagogies in order to engage students.</li> <li>• To work with members of the department to ensure effective allocation and use of resources.</li> <li>• To organise and run enrichment activities that will enhance and promote the work of the department.</li> <li>• To ensure that the departments are up to date with educational developments with the subject and any changes nationally.</li> </ul>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• To work with the leadership team to raise standards across the school</li> <li>• To run the department meetings in line with the meetings calendar, taking minutes and following up actions</li> <li>• To develop strategic plans which lead to improvements within the department's outcomes. To ensure that these are monitored and reviewed on a termly basis and that corrective action is taken where progress is not being made</li> <li>• To lead, by example, the work of the department.</li> <li>• To manage the day to day running of the department.</li> <li>• To be responsible for the SEF, DIP and keeping the monitoring folder up to date.</li> <li>• To ensure that examination entries are made to the teacher in charge of public examinations accurately and by the stated deadlines.</li> <li>• To lead and regularly evaluate the department's intervention work.</li> <li>• To be responsible for the departmental budget.</li> <li>• To ensure the department's resources are used to provide the best possible outcome for students.</li> <li>• To organise regular department meetings and issue agendas and minutes to the Headteacher and line manager.</li> <li>• To promote and monitor Equal Opportunities and ensure that the work of the department reflects the multicultural nature of the school.</li> <li>• To ensure appropriate liaison between the department and key members of staff e.g. Heads of year, Gifted and Talented Co-ordinator, SENCO, Student Services.</li> <li>• To ensure the curriculum is regularly reviewed and that it reflects the needs of the students.</li> </ul>
<b>Shaping the Future</b>	<ul style="list-style-type: none"> <li>• From the School Improvement Plan, to formulate the vision which will lead the department and to develop the school's work in this area of the curriculum.</li> <li>• To develop strategic plans which lead to improvements within the departments and schools' outcomes. To ensure that these are monitored and reviewed on a termly basis and that corrective action is taken where progress is not being made</li> <li>• To prepare the annual exams analysis and use analysis from data collection points in the year to re-shape</li> </ul>

	<p>Schemes of Work, take corrective action around teaching and learning to ensure success for all students.</p> <ul style="list-style-type: none"> <li>• To ensure that curriculum developments meet the requirements of the whole school expectations with regards to schemes of work and national requirements of exam syllabus.</li> </ul>
<b>Securing Accountability</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the department are teaching consistently good lessons and meeting the teaching standards</li> <li>• To ensure that additional resource put into the classroom ie) small groupings, use of the LSA's is used to effectively to bring about improved student outcomes.</li> <li>• To be proficient at understanding data and set targets for student achievement.</li> <li>• To identify and monitor the academic progress of pupils in the department and intervene where necessary.</li> <li>• To ensure that proper pupil records are kept, and that profiling, assessment and reporting procedures are carried out properly by the department.</li> <li>• To ensure that whole school policies are implemented in the department.</li> <li>• To check on the standard of classwork and homework throughout the department and to ensure that it is regularly set and marked.</li> <li>• To ensure that staff leaving the school have completed the necessary assessment records and have returned keys, handbook and record books.</li> </ul>
<b>Strengthening Community</b>	<ul style="list-style-type: none"> <li>• To assist with the preparation of details for staffing advertisements and the appointment and induction of new department staff.</li> <li>• To ensure that the department is aware of all communications concerned with Health &amp; Safety and are following the appropriate procedures.</li> <li>• To support members of the department in maintaining good discipline in the classroom using the agreed school procedures.</li> <li>• To ensure engaging cross-curricular activities take place within the department.</li> <li>• To build good communication with parents ensuring, their involvement in their pupils progress</li> <li>• To be responsible for the performance management of members of the department; to monitor and evaluate the progress of members in the department.</li> <li>• To actively promote the school within the community and to those outside</li> <li>• To contribute to community and marketing activities through your work with the community team</li> <li>• Build links with primary education so that the department is well prepared and is able to meet student need through the transition process</li> </ul>
<b>Developing self and working with others</b>	<ul style="list-style-type: none"> <li>• To set targets and to monitor and evaluate the work of the department.</li> <li>• To act as a role model to others across the school</li> <li>• To identify clearly the training needs of the department and the personal developmental needs of individuals</li> </ul>

in the department and provide support and development as and when required

- To be an active member of the teaching and learning team contributing across the school
- To be responsible for the performance management of others ensuring that both challenging and supportive targets are set in line with pay bands
- To oversee and support newly qualified staff and students and liaise with the teacher responsible.

#### **Confidentiality**

**During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Brentford School for Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.**

#### **Data Protection**

**During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.**

**Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.**

**Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.**

**Teachers at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_