

HELLESDON HIGH SCHOOL

Job title: Subject Leader

Responsible to: (a) Headteacher (b) The 'Link' SMT (c) The Governors

1. Main purposes of post:

1.1 To provide professional leadership management of the subject.

1.2 Ensuring:

- Strategic direction and development of the subject.
- Effective teaching and learning.
- High quality leadership and management of staff.
- Efficient and effective deployment of staff and resources.

2. Specific responsibilities:

2.1 Strategic direction and development of the subject.

Within the context of the school's aims and policies, to develop and implement subject policies, procedures, plans, targets and practices.

2.2 Effective Teaching and Learning.

To secure and sustain effective teaching of the subject, observing and evaluating the quality of teaching and standards of pupils' achievements and set targets and plans for improvement. Monitoring marking and homework.

2.3 High quality leadership and management of staff.

To provide all those involved in the teaching or support of the subject the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching and learning.

2.4 Efficient and effective deployment of staff and resources.

To identify appropriate resources for the subject and to ensure that they are used efficiently, effectively and safely. Managing the department budget(s).

2.5 Health and Safety.

To ensure that there is a safe working and learning environment in which risks are properly assessed, and that out of school visits follow all the current procedures.

2.6 Other responsibilities may be negotiated with the Headteacher and Governors.

3. Grading

The post carries a Teaching and Learning Responsibility Allowance in accordance with the Governors' Staffing Plan.

June 2008