

# St James' CE Junior School

## [the subject] Leader's Job Description

### General Duties

- To carry out the professional duties of a school teacher, in accordance with and subject to the Conditions of Employment as set out in the School Teachers' Pay and Conditions Document.
- To act as a member of the Middle Management Team. This will include attending Middle Management meetings as required. These are usually held half-termly.
- To promote, adhere to and implement (individually and in co-operation with others) the school and Local Authority's aims, vision and policies.
- To maintain the school's high expectations for standards expected in safeguarding, health and safety, raising attainment and progress (including all aspects of the school's Teaching, Learning and Assessment Policies).

### Specific Responsibilities for a Subject Leader

- To model good practice (including use of the Iris camera) in the teaching of [the subject] and to be proactive in the promotion and development of [the subject] both within and outside the school.
- To develop (the subject) in accordance with the requirements of the National Curriculum and the school's development plan (SDP), the [the subject] leader's own Action Plan and any further requirements that may be identified during the ensuing year by the SLT, LA's School Improvement Advisor or other advisory personnel.
- To contribute to the school's development plan (SDP) and the creation of school's priorities.
- To prepare an annual action plan, identifying relevant objectives from the SDP and detailing the [the subject] leader's tasks for the coming year, using the school's format.
- To advise and support other teachers with regard to the teaching of (the subject). In particular, the [the subject] leader should be available to advise on key skills and knowledge between Y3 and Y6, short and medium term planning and the integration of the [the subject] teaching and learning with other areas of the National Curriculum.
- To evaluate the school's medium and short term planning and to liaise with leaders and individual teachers regarding feedback on performance and/or next steps needed (strengths to be shared, areas to be developed etc.).
- To provide advice about the assessment of (the subject) and, where appropriate within the scheme of work, to develop assessment devices in liaison with the other curriculum areas and the assessment leader.
- To monitor planning and provide feedback on strengths and areas for development (giving support where necessary) to individuals.
- To establish a system to ascertain and record standards across the school, including suggesting formative and summative assessment materials/resources, subject portfolios, use of the school's ephemeral evidence books.

- To liaise with school leaders regarding the cycle of tracking assessment data and the monitoring of standards, including the monitoring of lessons, the monitoring of books and the moderation of age related standards of work for **[the subject]**.
- To provide suggestions and report to the head teacher and governing body curriculum committee regarding teaching, learning and assessments, including target setting, in order to raise achievement in **[the subject]**.
- To monitor and evaluate the teaching learning and assessment of **[the subject]**, as described in the **[the subject]** leader's action plan and in accordance with the procedures set out in the school's Monitoring and Evaluation policy.
- To take responsibility for identifying financial needs of **(the subject)** for at least two academic years, making it clear where there is budgetary expenditure to consider.
- To be the school expert in **[the subject]**, keeping up-to-date with developments, including national ones, by reading relevant documentation and attending relevant network or partnership school meetings.
- To inform the head teacher and staff of new developments and requirements, giving timely warnings of statutory/non-statutory guidance on changes within **[the subject]** .
- To identify key professional development needs for oneself and to commit such time as is necessary for the fulfilment of the **[the subject]** leader's responsibilities, in addition to the time which may be allocated during management and directed times. This includes undertaking professional development through the school's leadership programme, carrying out relevant research and attending relevant internal/external training courses, so as to be able to fulfil the responsibilities of a **[the subject]** leader.
- To provide high-quality coaching and mentoring in **[the subject]** to staff, as needed.
- To identify staff professional development needs, linked to the priorities of the SDP and **[the subject]** action plans: and organise and/or facilitate school-based in-service training on **[the subject]**. This may include INSET days and/or staff meetings/briefings/other ring-fenced time.
- To present to governors, up-dating them on the teaching, learning and assessment of **[the subject]**.

**Reference Documents:**      *Current School Teachers' Pay and Conditions Document (DfE)*  
    *National Standards for [the subject] Leaders*

**To Whom Responsible:**      TBC

The Job Description may be reviewed and amended at any time after discussion with the Headteacher, but in any case will be reviewed annually.

Signed (Teacher)\_\_\_\_\_ Date\_\_\_\_\_

Signed (Headteacher)\_\_\_\_\_ Date\_\_\_\_\_