



## **Job Description**

**Job Title: Subject Leader**

**Location: Bexleyheath Academy**

**Hours of work: Full Time**

**Reports to: SLT**

### **Purpose of the Role:**

To support the SLT (Teaching and Learning) to continually and sustainably improve the standards of teaching and learning across the academy.

Delivery of a consistently high quality of teaching, learning, assessment and high standards of achievement in your subject.

You will be required to carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions Document.

### **Duties and Responsibilities:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To support the Head of Department and to deputise when and where appropriate.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Principal of the academy.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a Lead Teacher within the curriculum area and as a Form Tutor.
- 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.

### **Strategic:**

- To support the Head of Department in robust self-evaluation of teaching and learning.
- To contribute to the development of teaching and learning within the curriculum and support the training of staff.
- To plan and deliver schemes of work that meet the requirements of KS3 and KS4.
- To deliver lessons that consistently model best practice.
- To promote and develop appropriate extra-curricular and community activities within the department.

### **Staff:**

- To contribute to the staff development, induction, NQT programmes and work closely with the school's Lead for CPD and staff development.
- To work with the Head of Department to devise and lead workshops/training for the team.
- To work with key staff on the development of consistently good pedagogy across the school.
- To support and coach staff in developing and extending their pedagogic repertoire.



- To model best practice in ensuring that lessons are adapted to meet student needs.
- To model best practice in the setting of homework on a regular basis and to ensure that students' work is assessed promptly and effectively using the school's assessment, feedback and marking policy.
- To model best practice in the effective use of student performance data, and student and staff target-setting so that this impacts on classroom practice and contributes to raising achievement.

### **Quality Management:**

- To assist in ensuring the effective operation of quality control systems.
- To set targets within the department and to work towards their achievement.
- To assist the Head of Department in establishing common standards of practice within the department and assist in developing the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to assist in ensuring adherence to those within the department.
- To participate in the monitoring and evaluation of the department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To assist in ensuring the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To produce reports within the quality assurance cycle.
- To assist in identifying appropriate courses and coordinate exam entries with the Head of Department within the department.

### **Pastoral Support:**

- To monitor and support the overall progress and development of students within the curriculum area
- To monitor student attendance together with students' progress ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to SMSC according to the school policy.
- To implement the Behaviour Management system in the department so that effective learning can take place.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.



2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



**Person Specification**

**Job Title: Subject Leader**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Recent and relevant continual professional development</li> <li>• Good honours degree</li> </ul>	<ul style="list-style-type: none"> <li>• First degree or equivalent in your subject</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Recent and successful teacher experience in the relevant subject area both KS3 &amp; 4</li> <li>• Proven track record of delivering excellent outcomes for all students of all abilities</li> <li>• Minimum of 2 years' experience in a successful department or equivalent</li> <li>• Experience of contributing to whole school developments/CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading on whole school developments/CPD</li> <li>• Experience of making a significant contribution to improving students outcomes at a departmental level</li> <li>• Experience of organising and participating in extra-curricular work</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• An ability to plan ahead thoroughly to enable the school to run smoothly and efficiently</li> </ul>	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
	Abilities	<ul style="list-style-type: none"> <li>• Delivers lessons that are of a consistently high standard and be a</li> </ul>	



		<p>role model for high quality classroom practice</p> <ul style="list-style-type: none"><li>• Demonstrable success in raising academic outcomes for young people</li><li>• An ability to provide a caring, cooperative atmosphere for young people and to create a challenging, disciplined and effective learning environment</li><li>• Excellent communication skills</li><li>• Ability to present to a wide range of audiences</li><li>• An ability to relate well to individuals and groups to make appropriate contact with parents and/or external agencies as necessary.</li><li>• Committed to high expectations for the academic outcomes of young people</li></ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"><li>• Reliable and conscientious</li><li>• Desire and ability to learn new skills</li><li>• High expectations of all students</li><li>• Caring and supportive</li><li>• Enthusiastic team player</li><li>• Organise, plan and prioritise effectively</li><li>• Flexibility, adaptability and creativity</li></ul>	
	Values	<ul style="list-style-type: none"><li>• Ability to demonstrate, understand and apply our values</li></ul>	



		<ul style="list-style-type: none"><li>○ Be unusually brave</li><li>○ Discover what's possible</li><li>○ Push the limits</li><li>○ Be big hearted</li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>● The successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>● Right to work in the UK</li><li>● Show a commitment to promoting the welfare and safeguarding of children and young people</li><li>● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li></ul>	