**Head of Subject**

**General**

* Work as a member of a Faculty under the direction of the Assistant Principal (Outcomes)/Raising Attainment Team
* To implement and support all Academy policies.
* To raise standards of teaching, learning and progress to ensure all subject staff deliver and all students receive Good and Outstanding lessons.
* To coach and mentor subject staff to raise standards in learning and progress to be Good and Outstanding.
* To collaborate with other leaders and managers in raising standards within the curriculum to Good and Outstanding including all student groups.
* To manage the appraisal of all staff within the subject.
* To consistently deliver Good and Outstanding lessons.
* To support the process of appointing new staff.
* To line manage the designated subject staff.
* To manage all subject resources.

**Academic, Personal and Social**

* To work with the QTLA team in identifying, co-ordinating and delivering appropriate staff CPD.
* To lead & manage the strategic overview of the subject curriculum and timetable to include adapting and modifying programmes of study and timetables for individual students to raise attainment.
* To support the Academy in managing Assessment, Recording and Reporting within the subject.
* To collaborate and share Good and Outstanding practice with other subject areas.
* To support and promote all aspects of the School Improvement Plan.
* To write and implement a Subject Improvement Plan.

**Community**

* To work with other leaders and managers to develop a diverse and rich curriculum for the Academy and wider community.
* To implement a range of subject, Academy and wider community based learning experiences.
* To work in partnership with a range of outside agencies.

Generic Duties relevant to all members of staff

* 1. The Trust

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

As a member of the Trust your role will be based at Goodwin Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

* 1. Teaching and Learning

This is our core business and therefore it is an absolute priority. This role is a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

* 1. ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

* 1. Health and Safety

Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

* 1. Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

* 1. Data Protection

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The post holder may be required from time to time to undertake other duties as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed.

*The law requires this position to have an* ***enhanced*** *criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are ‘spent’ according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

Goodwin Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.