

# THE FOREST SCHOOL

## Subject Team Leader

1

- Job Title:** Subject Team Leader: History & Sociology
- Responsible to:** The Headteacher  
Link Assistant Headteacher / Director of Learning
- Responsible for:** All staff within the relevant Subject Team

The duties outlined here are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the Teachers' Standards. This Job Description will be reviewed annually and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### OVERALL RESPONSIBILITIES

**To assist the Headteacher in leading and managing the school in being an outstanding learning environment for all our students**

**To promote excellence within the Subject Team, leading to the development of an outstanding team**

**To support, hold accountable, develop and lead a team focusing on a discrete subject area(s) to ensure high standards of learning and teaching and wellbeing of staff and students**

### KEY ACCOUNTABILITIES

#### LEADING

1. To monitor the planning of learning and teaching, classroom practice and assessment of students' work in order to share good practice and intervene appropriately to ensure this is implemented consistently
2. To represent an exemplar of outstanding practice in learning and teaching and lead Sharing Best Practice sessions, where appropriate
3. To lead on the termly Monitoring Reviews
4. To engage all staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies
5. To ensure that all students, staff and support staff meet challenging targets
6. To ensure that all staff are aware of the policies and procedures for all internal and external assessment and that these requirements are met
7. To ensure that accurate registers of students are kept for each lesson
8. To be accountable for the management of the Subject Team budget(s), including the raising of additional funds, in order to deploy resources that ensure high quality learning and teaching
9. To ensure the statutory requirements linked to the subject area(s) are delivered to students and that their impact is monitored and evaluated
10. To efficiently and effectively deploy teachers and support staff within the subject area(s), in liaison with the Director of Inclusion
11. To agree PPD objectives with identified staff and support staff that result in a tangible impact on student learning, supporting colleagues to achieve these objectives through regular monitoring and review
12. To be responsible for the strategic and proactive coordination and leadership of CPD for staff in the team, ensuring that staff are equipped with the skills and knowledge they need to impact on students' progress and outcomes.
13. To lead the Subject Team(s) in the development, implementation and review of the Team Improvement Plan (TIP) and Team SEF (TSEF)
14. To lead Subject Team meetings and record and disseminate action points
15. To monitor Homework systems and processes regularly, in accordance with the school policy
16. To participate in the school's recruitment and selection process as required and to ensure the effective induction of new staff in line with school policy

#### LEARNING

1. To ensure an equal opportunity for all students to succeed in the subject area(s) through the use of differentiation and Assessment for Learning
2. To develop enrichment opportunities for students within the subject area(s)
3. To have a thorough and up-to-date knowledge and understanding of the curriculum programmes of study, and specifications for examination courses in the subject area(s)
4. To encourage and support the use of a variety of teaching methods and approaches, including group work, active learning and ICT to match curricular objectives and the range of student needs
5. To ensure that appropriate work is set for classes when a member of staff is absent
6. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time
7. To work closely with Senior Leadership Team, Directors of Learning, other Subject Team Leaders and teaching staff to implement personalised learning plans where appropriate

#### PROGRESS

1. To agree, monitor and evaluate the subject student progress targets to make a measurable contribution to whole-school targets
2. To track student progress and make use of analysis and evaluation of performance data, including assessment, recording and reporting, to inform practice and raise standards
3. To ensure continuity, progression and cohesiveness in all teaching through effective planning
4. To work closely with the Community Leaders and Academic Progress Leaders to ensure that all barriers to student attainment and achievement are addressed effectively
5. To liaise with the Director of Inclusion to ensure appropriate targeted support is given to students from vulnerable groups, including the more able
6. To maintain appropriate records and to provide relevant accurate and up-to-date information for the Senior Leadership Team, other Subject Team Leaders, Community Leaders, Director of Inclusion, APCs, tutors and teachers

#### COMMUNITY

1. To ensure that all staff are aware of the Teaching and Learning, Rewards and Praise, and Behaviour for Learning policies and that these policies are implemented consistently across the Subject Team
2. To support colleagues in positive classroom management in an environment of mutual respect which allows students to feel safe and secure and promotes their self-esteem and encourages high standards of learning
3. To coordinate Subject Team attendance at Parents Consultation Evenings
4. To liaise with parents/carers on issues of concern
5. To be a role model to students and colleagues through personal presentation and professional conduct
6. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work
7. To establish and model effective working relationships with teaching colleagues and associate staff
8. To strive for personal and professional development through active involvement in the school's CPD programme and PPD procedures, where appropriate
9. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children
10. To ensure effective communication/consultation with, colleagues, Governors, parents and students
11. To record all telephone conversations /meetings /discussions /concerns/incidents and ensure that these are placed on the relevant student/staff file
12. To work with Assistant Headteachers, Directors of Learning, Community Leaders and colleagues from local schools on partnership activities to support students, as appropriate
13. To work with the relevant Assistant Headteacher on the praise and reward systems within the school and take an active role in Celebration Assemblies

## Subject Team Leader

14. To promote our Child Protection and Safeguarding procedures and legislation within the Subject Team
15. To contribute to whole school planning activities
16. To keep up to date with academic developments and initiatives
17. To work with the Community Leaders and Subject Team colleagues to monitor standards of dress, behaviour and organisation of students through the consistent application of the Classroom Routines
18. To support others in the application of the Consequences Policy so that effective learning can take place
19. To follow all policies and procedures of the school

To undertake any reasonable task as directed by the Headteacher / Assistant Headteacher

**N.B:** Every subject teacher will be expected to have pastoral responsibilities. Part-time teachers will be attached to a Community and have an involvement in the PDC programme. Depending on the hours agreed, the post-holder may be required to cover registration periods and tutor time.

Teaching allocation: 40 of 50