

Kings Langley School: Job Description (Teaching Staff - Subject Leader)

Title of Post	Subject Leader: Modern languages
Grade (including allowances)	2B - 2C (dependent on experience)
Reporting to: -	Learning Area Leader (Communications)
Date:	April 2017

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions Document which is available from the Headteacher or alternatively can be found online on the "teachernet" website. This job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and job title.

Expected "standards" to be reached and maintained are clearly defined within the Performance Management (PAM) documentation and should be referred to regularly for further clarification and specific detail.

Teachers are paid on different scales and it is reasonable to expect that their contribution to the school's work and objectives reflects on their position on individual pay ranges. For example, performance management descriptors indicate much higher expectations of a teacher on UPS3 (upper pay spine 3) compared with a newly qualified entrant on MPS1 (main pay spine 1).

Generic Responsibilities

Teaching and Learning

- Carry out teaching duties in accordance with the school's schemes of work and the defined National Curriculum. To plan and deliver lessons and other learning activities in accordance with the school's Teaching and Learning Policy.
- Liaise with other colleagues to deliver units of work in a collaborative way and contribute to the production and preparation of schemes of work (this contribution reflecting the post holder's level of responsibility).
- Work closely with teaching and other support assistants in delivering "personalised learning" whenever reasonably possible.
- Set targets for student attainment levels (using prior data provided)
- Set work for students absent from lessons in line with the school's behaviour and teaching policies.
- Within the PAM framework, work towards or maintain the teaching standards applicable (see documentation in PAM material).

Assessment and Recording

- Maintain a "teacher planner" as prescribed in the school's policy, including the recording of attainment and effort marks, homework set, student attendance and lesson plans.
- Mark and return work (using the school's marking and assessment policy) on a regular basis and at least once every 2 teaching weeks. Marking should include feedback for improvement and progress for each student.
- Provide assessment reports when periodically required within the school's assessment cycle and additional "round robin" reports when specifically requested.
- To ensure that suitably differentiated material and learning pathways are provided to challenge all students, regardless of their ability.
- Liaise with parents on students' progress using the school diary system, letters, telephone calls and consultation evenings where reasonable and appropriate.
- Work within the code of practice relating to special educational needs.

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Professional Standards

- Support the aims and ethos of the school as defined in the staff handbook and school prospectus.
- Set a good example in terms of professional dress and appearance, punctuality and attendance.
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non confrontational manner.
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas and *consistently* apply the school's prescribed sanctions and rewards procedures.
- To carry out suitable evaluation and analysis of examination results and performance at the beginning of the academic year (see PAM documentation) and provide a suitable summative report indicating achievements and corrective actions which might subsequently follow.
- As a consequence of the PAM cycle, take responsibility for personal development and progression making full use of the school's professional development opportunities and training .
- Attend team and staff meetings as appropriate, contributing actively whenever possible.

Duties Specific to the Post holder

Strategic Leadership (please refer to the relevant section in the PAM documentation covering *expected standards* in school leadership)

- To work with the Learning Area (LA) leader in formulating the subject area's action plan based on sound evaluation of output data.
- Make secure judgements about the standards of students' attainment, rate of progress and personal development in their subject area based on secure evidence measured against prior attainment targets or benchmarks.
- Review with teachers their assessments of progress for classes, identified groups and individuals.
- To remain abreast of all relevant subject development and innovations and to lead regular and relevant reviews of the subject's schemes of work, examination courses/specifications and extra curricular learning opportunities.
- To liaise with relevant Pastoral Leaders to ensure the well being and sound progress of students working in subject area.
- Through excellent practice, well-developed teaching skills and curriculum knowledge provide coaching and mentoring support for colleagues working within the subject.
- To act as role model for "good learning" by taking responsibility for personal and professional development.

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Strategic Management (please refer to the relevant section in the PAM documentation covering expected *standards* in school leadership and management)

- To take responsibility for the performance of staff within the subject area, reviewing the work of teachers and liaising with the LA Leader regarding appropriate negotiated objectives for improvement.
- To work closely with the LA leader to ensure adequate support is provided for all colleagues in the subject area.
- To be accountable to the LA leader for the performance of teachers and students within the subject.
- To carry out suitable monitoring and evaluation activities of the performance of colleagues within the subject, including lesson observation, planner checks and student work scrutiny. Records kept should reflect on the levels of attainment and achievement of students working in the subject.
- To meet at least once every 4 weeks with the LA leader in order to discuss all pertinent matters and development in the subject.
- To ensure that proper records are kept (and submitted) which monitor student attainment against targets set from prior attainment (for example, test results, internal examination results and data for academic review).
- To advise and support the LA leader in managing and deploying teaching and support staff within the subject area.
- To manage the budget allocation for the subject area.
- To manage all issues relating to Health and Safety in the subject area.
- To ensure that students have the opportunity to take part in appropriate extended learning activities and that they are conducted in line with the Hertfordshire and School's Guidelines and Health and Safety Guidelines.