



Kings Heath Secondary School

Job Description: Subject Leader Biology

Line manager: Head of Faculty

A subject leader is responsible for an area within a faculty. The post holder is responsible to the faculty leader. Responsibilities include:

- Working with teachers within the subject to develop teaching, learning and assessment, including coaching/mentoring.
- Development of the subject, both its long-term curriculum planning and cross-curricular links including ACE.
- Encouraging positive attitudes of students through both inspirational and engaging curricula, alongside consistent implementation of the Positive Discipline for Learning strategy.
- Effective implementation and evaluation of both faculty and whole school improvement priorities and policy.
- Ensuring the effective and efficient use of resources within the subject and ensuring value for money when managing subject budget.

Curriculum

1. Short, medium and long term curriculum planning, audit and evaluation
2. Teaching, learning and assessment.
3. Contribution to the faculty handbook and policies.
4. Preparation for, and administration of, the internal and external examinations, tests and any other forms of assessment.
5. Maintenance of an accurate and easily accessible form of assessment and record keeping within the department/faculty.
6. With the head of faculty monitoring of the quality and standards of work in the department.
7. Supporting the Head of Faculty to ensure work is set for absent colleagues, where necessary.

8. Implementation of school policy, particularly with reference to cross-curricular issues; e.g. ACE, literacy, numeracy, equal opportunities.
9. New developments in the curriculum, ready for examinations.
10. Attendance at meetings to represent the department and contribute to the formulation of school policies.
11. Ensuring enrichment activities are available for students.

Staff

1. Setting a high standard for the teaching in the department.
2. Contributing to faculty meetings; consultation and communication.
3. Actively contributing to the performance management process and CPD for staff teaching the subject.
4. Supervision of trainee teachers and newly qualified staff.
5. Completing reports as necessary.

Students

1. Overview and monitoring of conduct, discipline and referral within the department using PDL, ensuring positive attitudes to learning
2. Providing guidance to students about further courses and careers relevant to the subject area at key transition points.
3. Stimulating an interest in the subject throughout the school.

Resources

1. Ensuring value for money and efficient use of resources.
2. Oversight of the learning environment – classroom(s) and corridors – including furniture, equipment and the fabric of the building.
3. Observance of correct safety procedures in line with school's health and safety policy and procedures.

Any other duties as appropriate for the post and contributing to the school development plan

Person Specification

(Measurement: A= application form, T= teaching, I= interview)

	Essential/ Desirable	Measurement
Qualifications		
Qualified teacher status	E	A
First degree or equivalent	D	A
Further commitment to professional study	D	A/I
Professional Development		
Recent relevant in service training in current educational practice	E	A, I
Experience		
Successful teaching experience within a secondary school	E	A, I, T
Experience of teaching within a multi-ethnic, multi-faith environment	E	A,I
Involvement with school improvement issues and raising standards	E	A,I
Experience of managing a budget	D	A,I
Knowledge and Understanding		
High level subject knowledge	E	I,T
Knowledge of how to promote and implement the principles of inclusion.	E	A,I
Understanding of promoting high levels of attainment of all pupils, including those with special educational needs.	E	A,I,T
Knowledge of initiatives at a national level and their impact on school development.	D	A,I
Skills and attributes		
Excellent written and oral communication skills.	E	A,I,T
Ability to relate effectively to pupils, staff, and parents	E	I

<p>Other</p> <p>A commitment to inner city comprehensive education</p> <p>A commitment to involve parents governors and the community in the work of the school.</p> <p>An awareness, understanding and commitment to equal opportunities, including an appreciation of and sympathy for the school's multi-faith cultural context.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A,I</p> <p>A,I</p> <p>A,I</p>
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