

**St Bernadette's Catholic Primary School,
Hob Moor Road, Yardley, Birmingham B25 8QL,**

TEL: 0121 783 7232



Email: m.smallwood@stberns.bham.sch.uk

Head Teacher: Miss Angela Cowings

Teacher - Subject Leader Job Description

The post-holder will ensure the smooth running of a subject across the school and contribute to initiatives to improve/develop the subject area. The postholder is accountable to the Head Teacher and Faculty Leader.

Main Purpose of the Post

In addition to those professional responsibilities that are common to all teachers in the school, the post-holder's key accountability will be for raising the standards of teaching, learning and attainment of a subject area

Professional Responsibilities

The post holder will be required to exercise his/her professional skills and judgement to carry out the professional duties set out below:

Making an impact on the educational progress of pupils beyond those directly assigned.

- Ensuring that pupils receive their entitlement to a broad and balanced curriculum.
- Ensuring that pupils experience an educational programme that is personalised to the particular needs identified through a robust assessment system.
- Co-ordinating the work of a team of Teachers and Teaching Assistants to ensure continuity and progression of curriculum.
- Liaising with external agencies.
- Implementing and supporting inclusion across the curriculum.

Leading, developing and enhancing the teaching practice of others

- To hold regular Curriculum Meetings as required.
- To co-ordinate the review of policies.
- Lead the development of a subject in line with local and national requirements.
- To co-ordinate target settings, assessment, records and analysis of data; for a subject, producing an evaluation on pupil progress for each class.
- Identify pupils who are under performing and ensure the delivery of appropriate support, identify key staff to ensure support is put in place.
- Attend Senior Management Team meetings as required.
- Meet with each teaching member of staff responsible for a class once a term to monitor and evaluate progress.
- To contribute to Governor meetings and reports as required;
- Monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate;
- Identifying key professional development needs;
- Ensuring that these are addressed through the provision of high quality coaching and mentoring;
- Work with support staff in school to ensure their skills/roles are linked to pupil progression.

Other School Improvement Plan Responsibilities

- To develop the curriculum to meet the needs of the reorganisation.
- In consultation with staff, to create and implement an effective action plan which support learning and raises standards in a subject.
- Deliver school based professional development.

Resources

The post holder should regularly monitor and review all resources and submit updates to the Head Teacher or Faculty Leader. This should consider

- Identifying the cost of maintaining/replacing items
- Setting a budget and maintaining a record of expenditure
- Effective organisation and storage of resources
- Liaise with other schools and relevant agencies where necessary

Budget Accountability

The post-holder will be accountable for: -

- Agreeing a budget with the Head Teacher to meet:
 - o Professional development needs
 - o Learning and resources needs.

General Responsibilities

To carry out the professional duties of a schoolteacher identified in the School Teachers' Pay and Conditions.

In addition to the responsibilities outlined in the above job description, the post holder may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/ grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with St. Bernadette's and Birmingham City Council's Equal Opportunities Policies

The employee is responsible for promoting and safeguarding the welfare of all children who you come into contact with.

