



# Job Description

Position	Subject Leader
School name	St Osmund's CE Middle School
Position reports to	Subject/Year leader

The Core Purpose of this post is to provide a high quality of education to children across Key Stage 2 and 3 that allows every child to reach his/her potential and develop, as an independent learner, within a safe and stimulating learning environment.

## 1. Duties and Responsibilities

The particular responsibilities attached to this post are as follows:

- be responsible for promoting and safeguarding the welfare of children that he/she are responsible for/come into contact with, in accordance with the school's safeguarding and Child Protection Policy;
- To plan schemes of work for KS2 & KS3, ensuring curriculum coverage, continuity, progression and challenge in the subject for all students. To work with the associated Assistant Head of School in evaluating the quality of teaching and learning and provision of the subject area in the school to use and analysis to identify effective practice and areas in need of improvement
- to teach lessons, according to the pupils' educational needs;
- to control and oversee the use and storage of teaching materials and resources provided for class usage and to supervise the work of Teaching Assistants relevant to groups taught;
- to maintain an environment conducive to learning by following the school Relationship Policy and procedures;
- to lead on Subject meetings, Staff meetings, discussion and management systems necessary to co-ordinate the work of the school as a whole;
- to promote equal opportunities within the school and;
- offer extra curricular activities to pupils.

## 2. Key Tasks

The key tasks attached to this post are:

- to teach lessons by planning stimulating and engaging lessons in

accordance to the plans provided, taking into consideration personalising to the needs of the cohort,

- to assess pupils' attainment, achievement and progress in accordance with relevant school policies and arrangements;
- to monitor and report to parents on the progress of pupils taught;
- to be a Form Tutor to an allocated group of children and be responsible for their pastoral care.

## 3. Knowledge and Skills

- To have an appropriate knowledge and understanding of the subject area,
- To understand how children learn effectively and be able to use a variety of teaching and learning strategies.
- To have excellent interpersonal skills.

## 4. Relationships

- The postholder will be responsible to the Assistant Head for all Curriculum matters and as a Tutor to the Year Lead.
- The postholder will interact on a professional level with colleagues and seek to establish and maintain productive relationships with them to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.
- The postholder is responsible for establishing positive and effective relationships with pupils, parents and other stakeholders, which are based on mutual respect.

## 5. Working Environment

- To develop a well ordered, tidy and

stimulating learning environment.

- To use displays as an effective teaching and learning tool and to celebrate pupil achievement and success.

## 6. Additional Duties

- Play a full part in the life of the school, to support its values and to encourage staff and pupils to follow this example.
- Undertake any other duty specified in the School Teachers Pay and Condition document (STPCD) not mentioned above.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description (whilst the main duties of the post are explained above, each individual task may not be specified).
- Employees are expected to be courteous to colleagues and provide a welcoming environment for visitors to the school.
- The school will endeavor to make any necessary and reasonable adjustments to the job and the working environment to enable access to employment for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be amended at any time following discussion with the Head of school and member of staff and will be reviewed annually.

## Post Threshold

- Teachers will be expected to maintain all threshold standards as outlined in the school performance management policy for threshold.