

Job Description

Job Title:	Subject Leader of Health and Social Care	
Salary:	Grade:	MPS/UPS + TLR
Place of work:	Ercall Wood Academy	

Role context and purpose:

To be accountable for the leadership and management of Health and Social Care within the academy.

To be accountable for the teaching of Health and Social Care within the academy.

To be accountable for the highest standards of student attainment within Health and Social care, including monitoring and evaluating progress.

Responsibilities of a Subject Leader:

- Effectively lead on department level self-evaluation that accurately identifies areas of strength and development, relates this to a department development plan and regularly evaluates and reports on progress of the department development plan to their line manager
- Is responsible for department wide implementation of academy policy/expectation relating to pedagogy, practice and assessment
- Analyses data to evaluate student progress and staff impact so effective support strategies are implemented
- Ensure positive relationships are secured throughout the department through effective and consistent behaviour management of students in line with academy expectations
- Lead on curriculum development within the department to ensure coherent progression through KS4
- Advise the Principal and line manager of the aims and policies of the department and the resources required to implement these
- Co-ordinate the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment;
- Build and sustain a high performing team of staff by contributing to the selection for appointment and professional development of teachers and non-teaching staff
- Maintain efficient and effective control of the department's budget;
- Be responsible for extra-curricular clubs and interventions where this is a requirement of the subject and to co-ordinate links with community clubs and feeder primary schools.
- Teach students within the academy and carry out such other associated duties as are reasonably agreed with the Principal

Key Tasks of a Subject Leader:

- To monitor the work of the department and to organise departmental meetings to discuss the implementation of departmental policy in relation to the academy's development plan
- To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the academy as a whole;
- To monitor and help develop high quality schemes of work and exemplary teaching and learning resources (elements of this will be delegated routinely to other members of the department)
- To devise and maintain arrangements for reporting to parents on the progress of students undertaking studies in the department in accordance with the academy's overall systems
- To assist the Principal in the preparation of reports relating to the work of the department to be made to the LCT and to the academy's governing body
- To make contributions relating to the work of the department to materials published about the academy
- To liaise with and provide information to the exams secretary so that all students are appropriately entered for examinations
- To identify realistic and challenging targets for improvement and ensure that all those involved in the department are clear about action to be taken, timescales and criteria for success
- To analyse and interpret (not enter or calculate) relevant national, local and academy data, research and inspect evidence to inform policies, practices, expectations, targets and teaching methods
- To establish and implement clear policies and practices for assessing, recording and reporting on student achievement, using this information to recognise achievement and to assist students in setting targets for further improvement
- To create a climate which enables other staff to develop and maintain positive attitudes towards the subject and their confidence in teaching it
- To establish clear targets for students' achievement, and evaluate progress and achievement by all students, including those with special educational needs
- Use data effectively to identify students who are underachieving and, where necessary, create and implement effective plans of action to support those students
- Establish clear expectations and constructive working relationships among staff, including through team working and mutual support; devolving responsibilities and delegating tasks, appropriate evaluating practice, and developing an acceptance of accountability
- Appraise staff as required by the academy policy on appraisal. Use the process to develop the personal and professional effectiveness of the teacher in line with priorities outlined by the Academy Development Plan and Department Development Plan
- Monitor and develop links to feeder primary schools.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

Additional expectations – all staff are expected to:

- Contribute to the whole professional life of the academy with teaching and learning at its core purpose and contribute to the commitment for each student to gain meaningful and enriching experiences
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own objectives where appropriate
- Follow Trust policy and procedures in relation to keeping children safe in education
- Observe health and safety requirements and play their part in ensuring a safe working environment.

This job description will be kept under review and may be amended via consultation with the individual, or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: Date:

Signed:

(Principal)