

## Job Description

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| <b>Post Title:</b>                                | <b>SUBJECT LEADER – TECHNOLOGY</b>  |
| <b>Salary/Grade:</b>                              | <b>Main Pay Scale<br/>TLR 2C</b>  |
| <b>Post No:</b>                                   | <b>3464730</b>  |
| <b>Purpose:</b>                                   | <ul style="list-style-type: none"> <li>• To raise standards of student attainment and achievement within the whole subject/curriculum area and to monitor and support student progress.</li> <li>• To be accountable for student progress and development within the subject/curriculum area.</li> <li>• To develop and enhance the teaching practice of others.</li> <li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the area, in accordance with the aims of the School and the curricular policies determined by the Governing Body and Headteacher of the School</li> <li>• To be accountable for leading, managing and developing the subject/curriculum area.</li> <li>• To effectively manage and deploy teaching/support staff, financial and physical resources to support the designated subject curriculum area</li> </ul>  |
| <b>Reporting to:</b>                              | Headteacher/Deputy Headteacher/Assistant Headteacher.   |
| <b>Responsible for:</b>                           | Subject/curriculum Managers, teaching staff and other relevant personnel within the subject/curriculum area.  |
| <b>Liaising with:</b>                             | Head/Deputy/Assistant Heads, other Subject Leaders, Progress Leaders, Student Support and relevant staff with cross-school responsibilities, relevant non-teaching support staff, Governors, LA staff, parents/carers.  |
| <b>Working Time:</b>                              | 195 days per year. Full Time  |
| <b>Disclosure level</b>                           | Enhanced.   |
| <b><u>Operational/<br/>Strategic Planning</u></b> | <ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject/curriculum area to ensure continuity and progression.</li> <li>• The day-to-day management, control and operation of course provision within the subject/curriculum area including effective deployment of staff and physical resources.</li> <li>• To actively monitor and follow up student progress.</li> <li>• To implement School policies and procedures, e.g. Monitoring Teaching and Learning, Equal Opportunities, Health and Safety, COSHH, etc.</li> <li>• To work with colleagues to formulate aims, objectives and strategic plans for the subject/curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>• To ensure that the planning activities of the subject/curriculum area reflect the needs of students and the aims and objectives of the School. (Single Integrated Development Plan / Self Evaluation Process)</li> <li>• Oversee the application of ICT in the subject/curriculum area.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the subject/curriculum area are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.</li> </ul>  |
| <b><u>Curriculum Provision:</u></b>  | <ul style="list-style-type: none"> <li>To liaise with the line manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Single Integrated Development Plan / Self Evaluation Process.</li> <li>To be accountable for the development and delivery of all aspects of the subject/curriculum area.</li> <li>To encourage a wide range of extra-curricular activities.</li> </ul>  |
| <b><u>Development:</u></b>   | <ul style="list-style-type: none"> <li>To lead curriculum development for the whole subject/curriculum area.</li> <li>To keep up-to-date with national developments in the subject/curriculum area and teaching practice and methodology.</li> <li>To actively monitor and respond to subject/curriculum development and initiatives at national, regional and local levels.</li> <li>To liaise with the line manager to maintain accreditation with the relevant examination and validating bodies.</li> <li>To be responsible for the development of Functional Skills/Key Skills as appropriate.</li> <li>To ensure that the development of the subject/curriculum area is in-line with national developments.</li> </ul>   |
| <b><u>Staffing</u></b><br><b>Staff Development:</b><br><b>Recruitment/ Deployment of Staff</b> | <ul style="list-style-type: none"> <li>To work with the line manager/Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>To be responsible for the efficient and effective deployment of the technicians/support staff in the subject/curriculum area.</li> <li>To undertake Performance Management Review(s) and to act as reviewer for a group of staff (teaching and non teaching) within the designated subject/curriculum area.</li> <li>To undertake regular monitoring of teachers in line with School policy.</li> <li>To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject/curriculum area liaising with the Cover Supervisor/relevant staff to secure appropriate cover.</li> <li>To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>To participate in the School's Initial Teacher Training (ITT) programme.</li> <li>To be responsible for the day-to-day management of staff within the designated subject/curriculum area and act as a positive role model.</li> <li>To delegate and to oversee any areas of responsibility delegated to other members of the subject/curriculum area.</li> </ul> |
| <b><u>Quality Assurance:</u></b><br><b>Learning, teaching student progress.</b>                | <ul style="list-style-type: none"> <li>To ensure the effective operation of quality control systems.</li> <li>To establish the process of the setting of targets within the subject/curriculum area and to work towards their achievement.</li> <li>To establish common standards of practice within the subject/curriculum area and develop the effectiveness of teaching and learning.</li> <li>To contribute to the School procedures for lesson observation.</li> <li>To implement School quality procedures and to ensure adherence to those</li> </ul>   |

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|  | <p>within the subject/curriculum area.</p> <ul style="list-style-type: none"> <li>• To monitor and evaluate the subject/curriculum area in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To ensure that the subject/curriculum area quality procedures meet the requirements of Self Evaluation/School Self Review.</li> </ul>  |
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| <p><b><u>Management Information:</u></b></p> | <ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the subject/curriculum area on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports within the quality assurance cycle for the subject/curriculum area.</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• In conjunction with the relevant Deputy, to manage the subject/curriculum area collection of data.</li> <li>• To provide the Governing Body with relevant information relating to subject/curriculum area performance and development.</li> </ul> |
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| <p><b>Communications:</b></p>                | <ul style="list-style-type: none"> <li>• To ensure that all members of the subject/curriculum area are familiar with its aims and objectives.</li> <li>• To hold regular meetings of staff to ensure effective communication and co-operation within and between the subject/curriculum areas.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To represent the views and interests of the subject/curriculum area.</li> <li>• To liaise with other relevant internal areas: Examinations Officer, Learning Support, Progress Leaders, Student Support.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> </ul>  |
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| <p><b>Marketing and Liaison:</b></p>         | <ul style="list-style-type: none"> <li>• To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>  |
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| <p><b>Management of Resources:</b></p>       | <ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the subject/curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To manage the quality of the learning environment.</li> <li>• To work with the Line Manager in order to ensure that the subject/curriculum area teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>  |

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| <b>Student Support System:</b> | <ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the subject/curriculum area.</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To act as a Guidance Leader and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>• To contribute to PSHEE/Citizenship according to School policy.</li> <li>• To ensure the management of behaviour is consistent with School policy so that effective learning can take place.</li> </ul> |
| <b>Teaching:</b>               | <ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>  |
| <b>Additional Duties:</b>      | <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> </ul>  |

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| <p><b>Other Specific Duties:</b></p> <ul style="list-style-type: none"> <li>• To continue personal development as agreed.</li> <li>• To engage actively in the performance management process.</li> <li>• To comply with the school's Health &amp; Safety policy and undertake risk assessments as appropriate</li> <li>• To undertake any other duty as specified by STPCD not mentioned in the above.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• 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</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> <li>• The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</li> </ul> |
| <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>   |

Post Holder \_\_\_\_\_

Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_