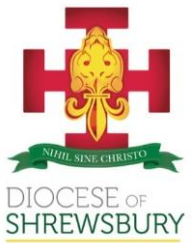




ELLESMERE PORT CATHOLIC HIGH SCHOOL



SUBJECT LEADER JOB DESCRIPTION

Ellesmere Port Catholic High School is committed to continuous learning and all staff are expected to engage in continuous self-review, improvement and development. The post holder will be expected:

- to act as an ambassador for the School by supporting our values and expectations of pupils and learning.
- to follow all School policies, procedures and guidelines.
- to contribute to School development, and team planning and review.
- to participate in the performance management scheme.
- to support the Catholic ethos.

Main Purpose of the Job

- Promoting the subject and keeping colleagues informed of developments and producing Departmental Aims.
- Managing and monitoring members of the department and devising evaluation procedures to ensure that: -
 - a) The agreed syllabus is implemented through the production of and regular review of adherence to Departmental Schemes of Work (according to the school policy on Schemes of Work) including the development of cross-curricular activities.
 - b) The focus is on maintaining and improving the quality of teaching, learning and achievement of all pupils.
 - c) There is regular monitoring, assessing, recording and reporting and strategies to ensure the development of student achievement. This should include the use of baseline assessment data in all years, regular lesson observations of each member of the department and periodic sampling of students' work. This should also be part of the performance review and QA to evaluate the quality of teaching in the department.
 - d) Lessons are well disciplined. The Subject Leader has overall responsibility for positive behaviour and sanctions within their department and for ensuring that others concerned e.g. Form Tutor, Head of Year are kept informed.
- Producing and maintaining a departmental handbook which reflects and supports the whole school policies according to the Staff Handbook.
- Producing the Departmental Improvement Plan, departmental action plan and departmental agendas for the year.
- Ensuring that there are regular departmental meetings which have an agenda and where minutes are taken.
- Assisting in the recruitment & retention of staff.
- Defining and negotiating areas of responsibility within the department.
- Carrying out Performance Management reviews according to school policy including the production of an annual financial plan.
- Encouraging the professional development of staff including induction of new staff.
- Budgeting and financial control including an annual stock check. The ordering and maintenance of departmental resources.
- Timetable requirements and student grouping including contributing to the production of a homework timetable.
- The collation of examination entries and overseeing arrangements. Starting and finishing examinations.

- Ensuring that departmental staff provide lesson material/plans for when they are absent or setting cover work as necessary.
- The provision of up-to-date written information on the department.
- Display within the department including corridor and classrooms.
- Monitoring of homework setting by all department members and sampling of student planners.
- Book sampling to quality assure students' work.
- Ensuring effective use of ICT including the development of and implementation of subject specific Schemes of Work. Establishing effective links with the ICT Coordinator.
- Classroom teacher responsibilities.
- Form Tutor responsibilities as necessary.