

## Assistant Subject Leader Job Description

The job description should be read alongside the range of professional duties of teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

### Core Purpose

- To inspire, manage and lead staff and students to achieve their very best
- To support or lead aspects of the establishment of a positive identity and ethos within their T&L/Subject area
- To implement policies and procedures to ensure best practice
- To support or lead aspects of the establishment of a culture within their T&L/Subject area that celebrates and promotes academic and wider achievement
- To ensure that all teaching within their area is good or better
- To ensure all students within their area make outstanding progress and achieve challenging targets

### Key Responsibilities

#### ***Strategic Development and Operation***

- To support or lead aspects of the development and communication of a clear strategic vision for their T&L/subject area that supports the School vision
- Motivate others within the T&L/subject team to carry this vision forward
- To provide support for the strategic leadership of innovative curriculum design for their T&L/subject area, its development and delivery that meets the needs of individual students and maximises the opportunity for each individual to achieve excellent outcomes/results
- Ensure long and medium term planning is securely in place
- Ensure quality first teaching is in place through the school's standard operating procedures.
- Provide leadership for the management of T&L/subject within their area

#### ***Learning and Teaching***

- Facilitate team planning and review

- Ensure lesson planning is monitored and reviewed
- Model excellent practice
- Ensure effective use of resources including ICT

### **Leading and Managing Staff**

- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Through mentoring and coaching maximise the contribution of staff to improve the quality of education provided and standards achieved
- To support or lead aspects of the effective deployment and performance of staff by ensuring their professional development through effective systems
- Sustain their own motivation and that of staff for whom they are accountable
- Promote the School ethos in which the highest achievements are expected from all members of the School community.

### **Efficient and effective use of staff resource**

- Work with the School Leader to deploy all staff effectively within their area in order to improve the quality of education provided.
- Support the School Leader in managing and organising accommodation within their school efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.

### **Standards**

- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes
- To support or lead aspects of the establishment and maintenance of clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement
- Manage and review the use of student tracking systems within the T&L/subject area
- To support or lead aspects of the management and quality assurance of assessment, reporting and review systems

### **Enterprise**

- Ensure that an enterprising approach is adopted by all within the T&L/subject area
- Develop the integration of enterprise skills and activities into lesson planning

### ***Partnerships and Collaboration***

- Participate in any Tapton School Academies Trust (TSAT)/LA/ SSAT subject networks related to their T&L/subject area
- Establish strong home-school links

The post holder will also be expected to undertake any other tasks as reasonably required by the Headteacher, Executive Headteacher or governors to ensure the efficient and effective operation of the school.