



Subject Leaders

Job Purpose

- To inspire an active interest in their subject area throughout the school.
- To ensure that the curriculum given to pupils is of the highest quality.
- To ensure that there is continuity of progress pupils' learning in the subject.
- To ensure that appropriate assessment is made of pupils' attainment.
- To assist the strategic and operational management of the school through liaison with the Senior Leadership Team, participation in monitoring and evaluation exercises and contribution to academic policy making.

Objectives

- To ensure that there is a balanced curriculum that meets the needs of all abilities of pupils.
- To ensure that all pupils achieve the highest standards possible in the curriculum.
- To prepare pupils effectively for the next stage of learning in the subject (e.g. GCSE)

Principal Responsibility Areas

- A Co-ordination of subject curriculum throughout the school
- B Leading and managing Staff
- C Managing Resources
- D Health and Safety

Key Tasks

- A1. To advise the Headmaster on current issues regarding the curriculum
- A2. To ensure where appropriate that pupils are prepared for entrance examinations and scholarship examinations to senior schools
- A3. To monitor and evaluate schemes of work to ensure that they provide the challenge to pupils and show continuity
- A4. To liaise with Junior and Pre Prep subject co-ordinators
- A5. To deal with parental queries regarding teaching and learning in their subject
- A6. To ensure the Departmental Schemes of Work are up to date.

- B1. To monitor the teaching by regular scrutiny of planning documentation, classroom observations and work sampling (including marking)
- B2. To appraise departmental staff where appropriate
- B3. To coordinate INSET needs for teaching throughout the school
- B4. To advise members of department on professional development
- B5. To administer where appropriate internal school examinations
- B6. To analyse where appropriate of internal and external exam results

- C1. To manage departmental budget
- C2. To ensure that resources including ICT are ordered, stored and maintained

- D1. To ensure that thorough risk assessments are carried out for areas (e.g. classrooms) for which subject leader is responsible