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| **JOB DESCRIPTION 2018-2019** | **Job No.** | **ALP** | **TLR5** |

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| **Job Title:** |  | **Core Subject Leader (Literacy/Numeracy)** |  | **Salary:** |  | TLR 2.2 | |
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| **Responsible to:** |  | Head of School |  | **Responsible for:** |  | Subject staff | |
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| **Job purpose:** |  | The Subject Leader will ensure that there are high expectations of teaching and learning for all learners resulting in at least good progress and attainment within the subject in all year groups and sub groups for which you are accountable. | | | | | |

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| **Duties & responsibilities:** | | |
| **1.** |  | Coordinate the development of a cohesive and effective long-term plan in your subject ensuring cross curricular links, including outstanding SMSC provision | |
| **2.** |  | Ensure that medium-term planning meets all National Curriculum requirements and reflects wider ALP aims, including STEM provision, Creative and Performing Arts and Physical Education | |
| **3.** |  | Review, monitor and evaluate the effectiveness of curriculum provision and provide feedback to the Senior Leadership Team and Governors | |
| **4.** |  | Support, motivate and advise staff, and work alongside them in the development of their teaching where appropriate, to ensure that all teaching within your subject area is at least good | |
| **5.** |  | Lead by example, through teaching which is at least consistently good | |
| **6.** |  | Disseminate information to your team, or wider staff, and provide CPD to promote staff development | |
| **7.** |  | Build professional capacity in all staff within your team | |
| **8.** |  | Mentor and coach in line with appraisal and other school aims and objectives | |
| **9.** |  | Write an Action Plan based on whole school and departmental priorities, review and feed into School Development Plan and SEF, presenting to wider audiences including, but not exclusive of governors, SIP, Ofsted, LA | |
| **10.** |  | Maintain an up-to-date knowledge of local and national initiatives | |
| **11.** |  | Be responsible for the budget allocated to the subject area, and prioritise resource needs as indicated in the Action Plan and School Development Plan | |
| **12.** |  | Monitor the quality of teaching and learning | |
| **13** |  | Lead assessment and assessment for/of learning within your subject including arrangements for national testing | |
| **14.** |  | Collect and analyse departmental progress and attainment data (taking account of all available data, including local and national), utilising findings to inform action planning and targeted interventions for both staff and students. Ensure departmental data accounts for all sub-groups as detailed in RAISE. | |
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| **15.** |  | Contribute to the SEF and SDP | |
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|  |  | **(Postholder)** |

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|  |  | **(Line Manager)** |

**PERSON SPECIFICATION**

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| **Job Title:** | |  | **Core Subject Leader (Literacy/Numeracy)** | | | |
| **Assessed by:** | | |
| **Essential:** |  | | | | | **Desirable:** | |  | | |  | | |
| **Knowledge & Qualifications** | | | |  | | **Knowledge & Qualifications** | | |
| Knowledge and understanding of the subject area and its effective dissemination to pupils | | | | |  | Subject area studied at degree level | | | |  | |  |
| Improvement strategies for pupil attainment | | | | |  |  | | | |  | |  |

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| **Experience** |  | | **Experience** |
| Proven excellence as a classroom teacher | |  |  | |  |  |
| The use of data to raise standards | |  |  | |  |  |
| Contributing to school-based CPD | |  |  | |  |  |
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| **Skills & Competencies** |  | | **Skills & Competencies** |
| Participate and lead effectively in strategies to support staff development | |  | Financial and budgetary skills | |  |  |
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| Key to assessment methods; **(A)** application form, **(I)** interview, **(R)** references, **(T)** ability tests **(Q)** personality questionnaire **(G)** assessed group work, **(P)** presentation, **(O)** others |