



**FAIRFAX**  
MULTI-ACADEMY TRUST



**Subject Lead**  
**& Teacher**

**JOB DESCRIPTION**

## JOB DESCRIPTION

### SUBJECT LEADER & TEACHER

**POST HOLDER****DEPARTMENT****RESPONSIBLE TO****LINE MANAGEMENT OF** | Relevant Department**SALARY** | MPS 1-6 + TLR3

## JOB PURPOSE

To raise the standards of student attainment and progress within the subject area and curriculum they oversee and be accountable for the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in that subject.

The postholder will also help enhance the teaching practice of others, whilst leading, managing and developing the subject area.

## MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

Leading, managing and developing the curriculum area by:

- Arranging curriculum team meetings, as required, with appropriate agendas and minutes
- Reviewing curriculum policy and practice
- Overseeing resource and asset management in the curriculum area
- Overseeing the budget of the curriculum area and ensuring it meets the needs of students and staff
- Ensuring that curriculum development is ongoing and takes account of local and national agendas

Making an impact on the educational progress of students beyond those directly assigned by:

- Ensuring that students receive their entitlement to a broad and balanced curriculum which meets the national requirements
- Co-ordinating the work of a team of subject teachers to ensure continuity and progression
- Ensuring that students experience an educational programme that meets their particular needs as identified through a robust assessment system
- Check that data is used to inform curriculum delivery and support student progress

- Ensuring that challenging attainment and progress targets exist for individual students within the curriculum area
- Make sure that student progress is tracked effectively and appropriate interventions are made where students are underachieving to impact on outcomes
- Implementing and supporting inclusion within the curriculum area, liaising with support staff where appropriate
- Contributing to cross curricular and extra-curricular initiatives within the faculty and beyond
- Contributing to relevant sections of the Faculty Development plan

Leading, developing and enhancing the teaching practice of others by:

- Promoting a clear vision for the curriculum area which embodies high expectations of staff and students
- Developing collaborative approaches to long, medium and short term planning and curriculum delivery
- Modelling good practice in teaching and learning
- Supporting colleagues in promoting a positive climate for learning
- Monitoring the impact of teaching and learning within the curriculum area and developing teaching as appropriate to impact on outcomes
- Identifying key professional development needs for those line managed and ensuring that these are addressed through the provision of high-quality coaching and mentoring, liaising with leadership teams
- Contributing to Governing Body reports and other meetings as required

## **GENERAL**

- Be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer
- Ensure the Behaviour policy and systems are implemented in their Key Stage so that effective learning can take place
- Monitor student attendance together with students' progress and performance, with the Form Tutor, in relation to targets set for each individual ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- Contribute to the personal development and welfare of students according to School policy
- Make referrals to Pastoral and Learning Support teams on issues affecting learning and progress
- Make contact with parents/carers to discuss student achievement
- Play a full part in the life of the School community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example
- Continue personal professional development as agreed
- Engage actively in the performance review process
- Comply with the School's Health and Safety policy and undertake risk assessments as appropriate

## **CLASS TEACHER RESPONSIBILITIES**

- Undertake the normal responsibilities of a teacher
- Undertake such duties as their respective Line Manager may determine as reasonably falling within the role
- Undertake whole academy duties as may be reasonably determined by the Principal
- Uphold the values of Fairfax Multi-Academy Trust and Erdington Academy with all stakeholders
- Carry out the duties of a teacher as set out in the current Teachers' Standards Document
- Plan and deliver lessons in line with the Academy's Teaching and Learning Policies
- Develop students' literacy and numeracy skills within a specialist subject area
- Ensure **ALL** learners make good progress by differentiating tasks and liaising with Teaching Assistants as necessary
- Regularly assess students' work, giving appropriate feedback (formative and summative) and use student data to plan appropriate challenging objectives and differentiated tasks in lessons and homework
- Ensure every student knows their level or sub-level and understands the steps required to achieve the next stage in their progress and attainment
- Set an exemplary role model in terms of dress, punctuality and attendance
- Attend and participate in parent and open evenings as required
- Uphold the Academy's Behaviour for Learning Policy and Uniform Code
- Participate in staff training, INSET and Professional development opportunities
- Ensure that the learning environment is attractive, tidy, safe and conducive to student learning
- Adhere to the academy policies regarding Health and Safety, Safeguarding, ICT usage and Educational visits/trips
- Provide cover for staff in line with the 'Rarely Cover Agreement'
- Make a particular contribution to building team commitment, in particular:
  - Provide a role model for professional practice in the school
  - Make a distinctive contribution compared with other less experienced teachers
  - Contribute effectively to the wider team

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

### **Review and amendment**

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING **LIVES;** TRANSFORMING FUTURES

**EXCELLENCE.**

DEDICATION.

**AMBITION.**

INTEGRITY.

**TRADITION.**