



Barton Peveril
Sixth Form College

Job Description

Title: Subject Leader

Line Manager: Head of Department

Key Role:

The Subject Leader is the champion of a subject and will be aiming to make their subject the most exciting, successful and high performing in the College. The Subject Leader will be working day-to-day to make the subject team strong, collaborative and effective. Whilst a Head of Department is accountable to the Head of Faculty and Assistant Principal for managing staff and for the performance of subjects in the Department, it is the Subject Leader who provides the day-to-day leadership of a subject. His / her actions will have a significant impact on quality and quality improvement through good planning, developing learning materials, meeting regularly with the team, ensuring members work to a shared plan and share their strengths, and managing the assessment processes and tempo of the course.

MAIN RESPONSIBILITIES

Resources:

- a) To lead the subject team in the collaborative development, collation and on-going review of engaging paper-based and online teaching and learning resources to help ensure the consistency and quality of student experience.
- b) To propose and / or run training to ensure the subject team are aware of specification requirements, examination and coursework guidelines and 11-18 subject specific developments.
- c) To assist in the induction and mentoring of Newly Qualified Teachers and student teachers within the team.

Curriculum, Quality, Teaching and Learning:

- d) To be responsible for the collaborative development and on-going review of a detailed scheme of learning for the subject that meets the needs and interests of students and enables them to maximise their potential.

- e) To lead on the subject's approach to assessment to ensure that it is in line with college policy and informed by subject assessment objectives, approaches and mark schemes.
- f) To ensure the timely completion of course administration, and to lead the subject team in coursework arrangements; practical assessments; marking; standardisation, moderation and verification in line with exam regulations.
- g) To plan and promote enrichment opportunities to inspire and extend learning related to your subject.

Assisting the Head of Department

- h) To hold subject team meetings, gather student voice and assist the Head of Department in observing learning in order to assess the effectiveness of schemes of learning and resources.
- i) To assist the Head of Department in identifying and managing students with attendance, work completion and performance issues in the subject.

Liaison and Marketing:

- j) To work collaboratively with colleagues in partner schools, colleges, post 16 panel and Higher Education.
- k) To act as a subject champion, promoting courses subject through open evenings and prospective student liaison events

General:

To undertake any other duties required by the Principal, which are reasonable within the purview of the post

Signed

Post holder

Line Manager

Date

Date of next review (usually every 2 years)