



SAINTS PETER AND PAUL
CATHOLIC HIGH SCHOOL

Job Description: Post Holder | TLR (2b)

JOB PURPOSE:

Subject Post Holders will work collaboratively with Head of Subject to fulfil our school vision to promote an inclusive community of excellence and opportunity, both within their faculty areas and across wider aspects of the whole school.

Post Holders will secure high standards of learning, engagement, behaviour and achievement for all students by providing high quality management across their subject area to raise standards and secure the positive progress and outcomes for our students so that they can become the best version of themselves.

RESPONSIBILITIES

- To collaborate with the other school leaders regarding all aspects of teaching and learning in order to drive forward CPD and lead whole school developments and strategies.
- To implement an overall, shared vision for success in the subject and to ensure wide ownership of the values and principles keeping at the forefront of subject expertise, development and the educational landscape.
- To promote a positive ethos and climate within the subject area by communicating effectively, supporting, challenging and developing staff through collaboration, CPD, coaching, modelling and professional dialogue.
- Management of the subject curriculum to ensure that it reflects our school vision to promote an inclusive community of excellence and opportunity securing positive progress and engagement and outcomes.

- To ensure every child is known, valued and nurtured into activities, opportunities and experiences that help them to grow and become the best version of themselves, including delivery of the personal development opportunities in the curriculum.
- Actively promote subject areas across the school and wider community to raise the profile and provide opportunities for wider engagement.
- Managing assessments to ensure they are meaningful and provide information to drive improvement in student progress and outcomes that feed into monitoring, intervention and catch up within the subject and beyond.
- Management of subject specific pathways that engage students in learning outside of classroom.
- To model learning and teaching development that exemplifies best practice for colleagues.
- To nurture purposeful relationships with staff, students, parents and carers through effective communication.
- Support the subject self-improvement cycle to continually raise the standard of provision engaging with:
 - self-evaluation
 - faculty development planning
 - quality assurance activities
 - CPD
 - school improvement partner
 - governors and other external stakeholders.
- To implement and evaluate programmes that improve the quality of literacy and in doing so meet the needs of individual students
- Management of subject systems to promote and model positive behaviour and recognise and reward students' achievements.
- To provide consistency across the subject area ensuring both department and school-wide policy/systems are implemented effectively.
- To manage staff so that they implement agreed strategies regarding cross-curricular themes and dimensions including reading, writing, digital literacy, communication and maths.
- To develop and enhance external partnerships with the Archdiocese, local community, Local Authority, Partner Primaries and other agencies/networks that help to strengthen our provision
- To ensure that all aspects of safer working practices are adhered to within the area.

- To ensure that all aspects of Health and Safety are managed appropriately in subject specific areas and across the school including completing risk assessments where appropriate.
- To support the head of subject with the efficient use of subject resources including finance and staffing.
- To actively contribute to the well-being of staff within your team.
- To carry out any other duties as required by the Principal or Governors, commensurate with the post.

This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

REMUNERATION

Salary Point:

Allowance: TLR (2b)

Signed _____

Danielle Scott, Principal

POSTHOLDER

Date _____