

Queen Elizabeth's Grammar, Alford

A Selective Academy



JOB DESCRIPTION AND PERSON SPECIFICATION

SUBJECT LEADER

Reporting to:	Headteacher
Pay Grade and Salary:	Main Scale + TLR2 (£2796)
Contract Term:	Permanent
Contract Type:	Full-Time

Job Summary:

The role of the Subject Leader is to ensure the effective delivery of Design Technology and to contribute to the overall work of the school. You will be expected to take a leading role in upholding the ethos and discipline of the school and take an active part in the life of the school.

Job descriptions will be reviewed annually and the following list of duties and responsibilities should not be regarded as restrictive or exhaustive.

Roles and Responsibilities:

- to provide and implement schemes of work and review them annually with the department
- to maintain an up-to-date quality assurance handbook
- to formulate a department development plan annually in line with the whole school pro-forma
- to lead the department and meet regularly (at least monthly) with the members, with minutes of monthly meetings being forwarded to the Headteacher
- to follow the school's monitoring policy (to include 'book checks' and lesson observations) and ensure that your department is following school and department policies consistently and fairly
- to attend Subject Leaders' meetings and work closely with the Headteacher, senior leadership team and link governor/s
- to ensure that projected grades and target grades are set and monitored as required
- to check the reports written by your department
- to attend Subject Leaders' meetings and work closely with the Headteacher, Senior Leadership team and Link Governor/s
- to encourage and share good teaching practice and methodology and act as a point of reference and referral
- to manage the department's budget and be responsible for the equipment and materials used by the department
- to attend Specialist Academy Management Group meetings (once a term)

Qualifications, Skills and Experience:

- experienced teacher with evidence of excellent classroom practice
- practical experience of working in a DT Department, Graphics and/or Resistant Materials
- excellent Inter-personal skills and the ability to lead and manage a small team and communicate with Senior Leaders and Middle Managers

