

Job Title	<i>Subject Lead</i>
Responsible to	<i>Headteacher</i>
Responsible for	<i>Education staff within the school</i>
Key Internal Contacts	<i>Staff in other departments within the Centre</i> <i>Staff in other Centres in the Region, Regional Office Staff</i>
Key External Contacts	<i>Student relatives, advocates and others</i> <i>Placing Authorities and Service Providers</i> <i>Registration, Regulatory and Inspection bodies</i> <i>Local Services – Statutory, Voluntary and Community Neighbours</i>

JOB PURPOSE

- To provide a high-quality education service for our students in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body. To work with the Head Teacher, Deputy Head Teacher, leadership team and other stakeholders to secure high standards throughout the school.

KEY TASK AREAS & RESPONSIBILITIES

Teaching & Learning

- To meet in full the Professional Standards for Teachers and act as a role model of good practice for other teachers, modelling effective strategies with them.
- Keep up to date with best practice in teaching and learning within your subject area.
- Take a lead in developing new teaching materials, schemes of work, syllabuses and courses.
- Planning of each subject curriculum and support staff with lesson planning, offering guidance and feedback as the first point of call.
- Ensure all deadlines are adhered to.
- To be aware of, and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and General Data Protection Regulation (GDPR), reporting all concerns to an appropriate person.
- To adhere to the Special Education Needs Code of Practice and other relevant legislation
- To manage and support teaching assistants, including leading on the performance management process for the specified area.
- Monitor and review planning documents to ensure progression and consistency with the support of SLT.
- Provide updates and adjustments to medium- and long-term plans where needed.
- Observe lessons within the subject area to monitor the quality of teaching and learning.
- Provide in-house training for staff in areas of development within the subject.

- Complete the Subject Development Plan and monitor this throughout the year, meeting with SLT to discuss its progress during the year.

Monitoring & Evaluation

- Monitor assessment and progress through EFL along with SLT.
- Work alongside SLT to evaluate teaching quality and pupil outcomes.
- Use monitoring outcomes to identify strengths and areas for development.

Staff Development

- Assist in the recruitment, training and ongoing development of staff
- Identify training needs within the subject team.
- Book or source relevant training opportunities.

Curriculum & Resources

- Maintain and update subject resources, ensuring they meet curriculum needs.
- Oversee long-term planning for the subject, ensuring coverage of National Curriculum/School curriculum requirements.
- Ensure planning documents are up-to-date and reflect current expectations.

Wider School Contribution

- Organise and plan SMSC (Spiritual, Moral, Social and Cultural) enrichment events linked to the subject.

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistle blowing, Complaints and Representations and Behaviour
- Policies
- Report issues and/or incidents relating to staff and Students that have arisen in the day promptly to the relevant Head Teacher/Deputy Head Teacher or appropriate person
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body

- Work to promote the school as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Students and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

PERSON SPECIFICATION

Experience	Essential	Desirable
Relevant experience in the specialist area of service i.e. relevant experience of working with young people/young adults with Autistic spectrum disorders and/or challenging behaviours		✓
Experience of Ofsted procedures / inspections	✓	
Experience of working within a school setting	✓	
Experience of managing staff	✓	
Managing budgets effectively and ensuring cost efficiency	✓	
Skills	Essential	Desirable
Good knowledge of people management practises	✓	
Effective leadership skills	✓	
Ability to motivate a team and individuals	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
Excellent decision-making skills		✓
Change management skills		✓
Ability to work independently and a part of a team	✓	
Good knowledge of safeguarding procedures	✓	
Good knowledge of the relevant Regulatory Body Legislations	✓	
Qualifications & Training	Essential	Desirable
Qualified Teacher Status or Qualified Teacher Learning and Skills	✓	
Nationally recognised degree	✓	
Relevant qualifications for the specific service/sector	✓	
Willingness to work towards further qualifications as required	✓	
Group induction training on commencement	✓	
Other	Essential	Desirable
Commitment to the values of the organisation	✓	
Driving licence	✓	

