

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

- Keep up to date with best practice in teaching and learning.
- Take a lead in developing new teaching materials, schemes of work, syllabuses and courses.
- Provide best practice in implementing school policies, sharing these with colleagues and monitoring their implementation across the curriculum area.
- Support newly qualified teachers, associate teachers and new staff (including staff with new responsibilities).
- Share good practice through demonstration lessons.
- 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.
- Assist teachers to develop their expertise in planning, preparation, assessment, target-setting and use of data.
- Undertake classroom observations to assist and support the performance management process.

- Assist teachers to evaluate the impact of their teaching (and teaching styles) on different groups of pupils.
- Plan and implement strategies to improve teaching where needs are identified.
- Take an active part in a newly formed whole school improvement group to work on ways to improve teaching and learning across the school, and attending after school meetings.
- To support on, and oversee the annual review process for the specified area.
- Undertake management responsibilities within a specified department, as negotiated with the Senior Leadership Team, to ensure that the department functions efficiently and effectively.
- 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.
- To lead and record weekly department meetings and be the first point of contact for pupils, staff and parents seeking managerial support.
- To lead on exams with the support of the Assistant Head, including BTEC quality control
- To ensure adequate staffing levels are maintained within your department for lessons, breaks and enrichment.
- To ensure that records and relevant documents to your area and department are kept to a high standard and are up to date at all times, including information exchange manager sign offs.

Management of Staff

- Assist in the recruitment, training and ongoing development of staff
- Undertake agreed delegated management responsibilities on an ongoing basis, in support of the Head Teacher and Deputy Head Teacher, for example supervisions, annual appraisals and Teacher Performance Management, probation reviews, return to work meetings and manage sickness and absenteeism, involvement in disciplinary, capability, grievance and other people management procedures in accordance with company policy

- Raising awareness of Company policies and procedures and standards set out by the regulatory Body to staff members
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies

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 Estyn / 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	✓	