



JOB DESCRIPTION

Post: Subject Leader

Reporting to: Senior Leaders

General expectations:

- In line with our Duty of Care, act with due consideration for the health safety and welfare of everybody involved with the community of the school. This is defined in the Health and safety Policy ([appendix 1](#)) in the general section and the post specific section.
- Play an active and directional role in the school, lead by example motivating others in the fulfilling of the school mission and guiding statements.
- Create enthusiasm for participation in and actively support extra-curricular and supplementary activities organised by Haut-Lac and its PTA.

Core tasks specific to this post, in this section:

- Lead and Manage the subject area
- Assist Senior Leaders in the implementation of both curriculum and assessment matters pertaining to the subject area
- Participate in the development and implementation of a staff performance management system as and when needed
- Assist the integration of new teachers into the subject area
- Produce all documentation required for the efficient running of and development of the subject
- Ensure the quality of teaching and learning within the subject
- Lead and manage the budget setting process for the subject, detailing expected running and development costs

- Manage the subject budget keeping accurate records of all expenditure
- Ensure that subject area is being linked to other curriculum areas suggesting links where necessary
- Ensure all staff understand and apply all school policies for monitoring, recording and reporting student progress in subject area
- Ensure that subject is being taught in line with the school Teaching and Learning policy
- Ensure the Health and Safety of Staff and Students in the subject area.
- Encourage a variety of appropriate teaching and learning styles including differentiation
- Provide the Senior Leaders with comprehensive information on the subject area to be included in information to be distributed to parents
- Coordinate appropriate subject documentation for evaluation visits.
- Play an integral role in reviewing the subject area guidelines
- Respect the school's approach to languages as outlined in school policy
- Promote intercultural awareness in the subject area
- Oversee good quality of report writing within subject area
- Contribute towards the transfer process of students throughout the school