

# PURBROOK PARK SCHOOL - JOB DESCRIPTION LEAD TEACHER



## Job Title: Lead Teacher for IT and Business

|                  |  |
|------------------|--|
| Post purpose:    | To provide professional leadership of pupils' progress in IT and Business in order to secure high quality educational experiences and high and improving standards of learning and attainment. |
| Reporting to:    | SLT Line Manager   |
| Responsible for: | IT and Business  |

### The strategic direction and development of the subject

The Curriculum Leader will:

- Create and implement departmental policies and procedures, which reflect the school's commitment to high achievement through effective learning and teaching
- Plan, implement and evaluate the Departmental Improvement Plan
- Be responsible for producing and reviewing Schemes of Work (SoW) assessments and Curriculum Profile
- Contribute to the development of overall improvement policies and school's self-evaluation
- Monitor progress and evaluate the standards of teaching and learning
- Collaborate closely with colleagues to promote and model the highest standards of teaching
- Co-ordinate all administration associated with the Curriculum Area

### Learning and teaching

The Curriculum Leader will:

- Secure, sustain and promote effective learning and teaching within the subject appropriate to the needs of all pupils – sharing good practice where appropriate, intervening where not.
- Evaluate the quality of teaching and its impact on pupil progress and use the findings to inform planning and classroom practice.
- Employ and evaluate effective strategies to ensure school attainment targets are met.
- Evaluate the standards of pupil achievement using evidence and set clear targets for improvement.
- Work collaboratively with House Leaders and other colleagues to promote highest standards of learning and behaviour.
- Analyse pupil progress using appropriate data and set clear targets for improvement.
- Have an extensive, well-informed and critical understanding of current initiatives in teaching and learning and implement as appropriate.

# PURBROOK PARK SCHOOL - JOB DESCRIPTION

## LEAD TEACHER



### Leading and managing staff

The Curriculum Leader will:

- Have a clear vision for the development of the curriculum area
- Lead staff through example, model the highest standards of teaching and provide clear feedback, good support and sound advice to others
- Lead and promote the ongoing professional development of staff through training and through setting consultative performance management targets
- Lead colleagues in evaluating the impact of their teaching on raising pupils' achievement
- Involve staff in the creation and implementation of department plans and policies
- Take the lead in motivating, supporting and mentoring colleagues in the adoption of good practice
- Ensure the Governors and SLT are well informed about policies, plans, priorities and targets

### Efficient and effective deployment of staff and resources

The Curriculum Leader will:

- Lead and manage the efficient deployment of teaching and (where appropriate) technical staff
- Identify and employ appropriate resources for the subject(s) and ensuring their effective use
- Ensure a safe, secure and stimulating environment for the learning and teaching of the subject
- Be responsible for efficient management of curriculum finance
- Work in partnership with SLT and HIAS to raise standards
- Access in-house and outside agency support as appropriate to fulfil the principles of Every Child Matters

*It is expected that the Lead Teacher works closely with the Headteacher, via the Line Manager, in each of the four key areas.*

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
  2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
  3. *Because of the nature of this job, if you are successful in your application you will be subject to a DBS check from the Disclosure and Barring Service before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.*
1. *Every member of staff has a responsibility to safeguard and promote the welfare of children*

**N.B:** Every subject teacher will be expected to have pastoral responsibilities - detailed separately.