

## Job Description – Subject Leader: PHYSICS

<b>Post Title:</b>	Subject Leader: PHYSICS
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school</li> <li>Be accountable for leading, managing and developing Subject Leader: PHYSICS at all key stages</li> <li>To raise standards of student attainment and achievement within the whole curriculum area: Subject Leader: PHYSICS and to monitor and support student progress.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li> </ul>
<b>Reporting to:</b>	<ul style="list-style-type: none"> <li>Deputy Head: Attainment and Achievement and relevant AHT's</li> </ul>
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>A significant number of staff including: Department strand leaders, teaching staff and other relevant personnel within the department.</li> </ul>
<b>Liaising with:</b>	<ul style="list-style-type: none"> <li>Head/Deputies, AHT's, other Subject Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents.</li> </ul>
<b>Working Time:</b>	195 days per year. Full-time
<b>TLR:</b>	2B

### MAIN (CORE) DUTIES

<b>Strategic Direction and Development of the Subject</b>	<ul style="list-style-type: none"> <li>To develop policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning.</li> <li>To lead the day-to-day management, control and operation of KS3, KS4 and KS5 course provision within the department, including effective deployment of staff and physical resources.</li> <li>To select appropriate syllabuses and examination boards in line with school objectives</li> <li>Liaise with Deputy Head to maintain accreditation with the relevant examination and validating bodies.</li> <li>To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Behaviour Policy, SEN, ICT, ARR etc.</li> <li>To work with colleagues to formulate aims, objectives and strategic improvement plans (short and long term) for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>To produce an annual department report that outlines strengths, areas for improvement, external examination performance analysis and targets for improvement.</li> <li>To ensure the effective implementation of the monitoring systems within the department and produce reports that celebrate good practice, informs future practice and improvement</li> <li>To contribute to the School procedures for lesson observation.</li> <li>To lead and manage the department to ensure that planned activities reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the School.</li> <li>To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary.</li> <li>To use data on pupil performance to inform policy and practice, target setting, identify underachieving pupils, implement targeted intervention and monitor the effectiveness of the subject.</li> <li>To represent the department in all matters concerning the curriculum within the school at Subject Leaders meetings (School, LA), working meetings and full staff meetings.</li> </ul>
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<b>Teaching and learning</b>	<ul style="list-style-type: none"> <li>• To ensure the provision of schemes of work are in line with school policy to ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational needs.</li> <li>• To provide guidance, to staff in their subject, on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.</li> <li>• To ensure that staff are kept up to date in terms of subject knowledge and skills.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students</li> <li>• To establish and implement clear policies and practices, in line with school policy, for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.</li> <li>• Encourage extra-curricular activities related to the subject</li> <li>• To develop effective links with the local community, including primary feeder schools, Higher Education links, business and industry, in order to extend the subject curriculum, enhance teaching and to develop pupils' wider understanding.</li> <li>• To teach students according to their educational needs, including the setting and marking of work</li> <li>• To undertake assessment of students as requested by external examination bodies</li> <li>• To ensure a high quality learning experience for all students</li> <li>• To ensure the department makes an effective contribution to the moral, spiritual, social and cultural development of staff and students.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> </ul>
<b>Leading and Managing Staff</b>	<ul style="list-style-type: none"> <li>• Establish clear expectations and constructive working relationships among staff involved with the subject through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate.</li> <li>• To be responsible for the day-to-day management of staff within the Subject Leader: PHYSICS department and act as a positive role model.</li> <li>• To coach members of staff in order to develop teaching and learning within the department and to enable teachers to achieve expertise in their subject teaching</li> <li>• To ensure that trainee and newly qualified teachers are trained, monitored, supported and assessed in relation to the appropriate standards.</li> <li>• To work with the SENCO and any other staff with inclusion expertise, to ensure that work is matched to individual pupils' needs.</li> <li>• To work with the DHT: Teaching &amp; Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• Be responsible for efficient and effective deployment of the Department's technicians and support staff.</li> <li>• Undertake Appraisal Review(s) and act as reviewer for a group of staff within the designated department.</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> </ul>
<b>Efficient and effective deployment of staff and resources</b>	<ul style="list-style-type: none"> <li>• To advise the Deputy Head on the deployment of staff involved in the subject</li> <li>• To ensure the effective and efficient management and organisation of learning resources, including ICT.</li> <li>• Manage available resources of space, staff, money and equipment efficiently; including deploying the department budget, requisitioning, organising and maintaining equipment, keeping appropriate records.</li> <li>• To work with the SLT in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the department.</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• Ensure Behaviour Management systems are implemented in the department so that effective learning can take place.</li> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• Promote the general progress and well-being of individual students and of the Tutor Group as a whole.</li> <li>• To liaise with Pastoral Leaders to ensure the implementation of the school's Pastoral System.</li> <li>• To register students, and encourage their full attendance to all lessons and registration periods</li> <li>• Evaluate and monitor students' progress and keep up-to-date student records as may be required.</li> <li>• To alert appropriate staff to problems experienced by students</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>• To contribute to Pastoral programme, citizenship and enterprise according to school policy</li> </ul>

**Other Specific Duties:**

- To actively promote the school's policies and procedures
- To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
- To promote actively the school's policies and procedures
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

*Teacher's Name:* \_\_\_\_\_

*Teacher Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_