



FEARNHILL SCHOOL

Headteacher – Mr T Spencer, BSc

Job Description: Head of Subject

1. **Title and Grade of Post:** **Head of Subject
Responsible to Headteacher**
2. **Professional Responsibilities**
 1. to support the school's aim to promote the improvement of standards of teaching and learning, and to support those policies and procedures laid down by the Headteacher;
 2. to teach students within the school;
 3. to lead and develop the faculty through management of the team;
 4. to provide strategic leadership and operational management at a whole school level;
 5. to carry out such other associated duties as are reasonably assigned by the Headteacher.
3. **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document, so far as is relevant to the post holder's title and salary grade.
4. **Relationships**
 1. the post holder is responsible and accountable to the Headteacher;
 2. the post holder reports to the Deputy Headteacher in respect of the faculty timetable and curriculum development;
 3. the post holder supervises the teaching and associate colleagues allocated to work in the faculty;
 4. the post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of the school's aim to improve the quality of teaching and learning.
5. **Particular Responsibilities**

Curriculum

 1. to raise standards of student attainment and achievement within the faculty;
 2. to be accountable for student progress within the faculty;
 3. to give leadership to the faculty and to be responsible for the planning, effective implementation and regular review of the curriculum;
 4. to co-ordinate the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment to ensure students are taught in a demanding and inspiring way;
 5. to work as part of the Leadership Team to ensure that whole school developments are incorporated in the work of the faculty;
 6. to plan, implement and monitor effective self-evaluation and improvement planning according to the policy of the school;
 7. to liaise with other faculties in order to establish and maintain curricular cohesion and enrichment opportunities and to work with all relevant colleagues to ensure a fully inclusive provision;
 8. to enable faculty colleagues to keep abreast of new developments and to keep the Headteacher and Leadership Team advised of these.

Icknield Way, Letchworth Garden City, Hertfordshire SG6 4BA

Telephone: 01462 621200 – Email: admin@fearnhill.herts.sch.uk – Website: www.fearnhill.herts.sch.uk



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Management

1. to advise the Headteacher and the Leadership Team on the aims, policies and procedures of the faculty, and the resources that are required to implement faculty aims;
2. to regularly liaise with the Leadership Team, to chair regular faculty meetings, and to represent the faculty at other meetings convened by the Headteacher;
3. to maintain efficient and effective control of the faculty's budget;
4. to promote the effective use of the faculty's rooms, facilities and equipment, proper maintenance of the materials and fabric of the faculty, and the observance of relevant health and safety regulations;
5. to ensure that faculty areas present a stimulating environment;
6. to assist the Headteacher and/or the Leadership Team in the preparation of reports relating to the work of the faculty, including the progress of students, and to make contributions to materials published about the school. This may include the analysis of data or the collation of evidence;
7. to ensure that appropriate arrangements are in place when faculty colleagues are absent;
8. to lead, organise and evaluate monitoring of teaching and learning in the faculty in line with whole school policy;
9. to allocate students to teaching groups within the faculty according to school policy in consultation with members of the faculty and to provide up-to-date staff teaching group lists;
10. to be responsible for the conduct and behaviour of students within the faculty and to support colleagues within the faculty, liaising with parents and carers as appropriate;
11. to establish and oversee faculty examination policy and both internal and external assessment procedures with the agreement of the Leadership Team;
12. to oversee student subject reports and reporting at parents' evenings;
13. to oversee the work of all members of the faculty, including homework, marking, assessment and evaluation.

6. Staff Development

1. to assist in the selection for appointment and in the further professional development and training of colleagues in the faculty, including those responsibilities associated with the induction and assessment of new and newly qualified members of staff;
2. to support faculty colleagues in matters of student welfare and discipline and to develop appropriate support strategies and referral systems in accordance with general school policy;
3. to support the work and professional development of trainee teachers where responsibility for initial training arrangements have been agreed;
4. to carry out the annual cycle of appraisal in accordance with school policy, agreeing and monitoring targets as team leader for the faculty.

7. to carry out any other reasonable duties as may from time to time be requested by the Headteacher.

This job description issued March 2025 may be amended at any time by agreement, but in any case, will be reviewed annually.

We are committed to safeguarding and promoting welfare of children and young people and expect all staff and volunteers to share this commitment

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