

**Job title:** Subject Leader Business (with responsibility for Ambition)

**Main purpose of job:**

The Subject Leader will be primarily responsible for establishing and supporting the resources and environment for learning within their subject.

The role includes coordinating a range of CEIAG/Ambition based events, with the target of raising aspiration at Plume, instilling our core value 'Ambition' in all KS3&4 students.

The current School Teachers' Pay and Conditions Document and the DfE Teachers' Standards apply to the professional duties of all teachers in all teaching posts.

**Department:** Business and Computing

**Location:** Plume Academy

**Position reports to:** Faculty Leader

**Position is responsible for:** Business

**Length of contract:** Permanent

**Salary:** Up to Upper Pay Scale Plus TLR2B (£5,646) per annum.

**CPD:** In line with our 'Ambition' Character Education value, we are happy to support a candidate who wishes to take part in further CPD such as NPQSL

### Key Responsibilities and Accountabilities

**Main Duties – Subject Leader of Business:**

**Quality of Learning**

- to take full ownership for the management and upkeep of progress and attainment data for all their subject courses
- to monitor the progress of students following their subject courses, planning and implementing intervention as necessary to ensure students make at least expected levels of progress
- ensuring that effective schemes of work are in place for each of their courses
- ensuring that teachers know the prior learning and achievement of the students at the beginning of each of their courses
- ensuring that teachers know the potential to achieve of the students based on prior achievement data
- ensuring that school curriculum policies for assessment, setting, target setting, recording and reporting are enacted within their subject courses
- ensuring that progression and continuity is achieved throughout all of their subject courses and between key stages
- carrying out the duties determined by the Faculty Leader for monitoring and supporting classroom teachers in their faculty.

### **Ethos and Environment**

- ensuring a consistent ethos in line with Plume Academy Code of Practice
- ensuring that the quality of appearance and order of any part of the Faculty allocated to your subject area is of a high standard
- maintaining health and safety procedures

### **Staff Development, Resources and Capitation**

- assisting the Faculty Leader in drawing up, the Faculty Development Plan, in line with the Whole Academy Development Plan
- involvement in the allocation and organisation of resources within the Faculty, linked to their subject courses
- planning and monitoring the effective deployment of support staff allocated to their subject in liaison with the Faculty Leader
- involvement in accounts, ordering and maintaining stock, particularly where pertinent to their subject courses
- supporting, advising and providing opportunities for individuals in the Faculty to further their personal development

### **Whole School**

- contributing to extra-curricular activities
- participating in whole academy planning and developments through working parties and groups

### **General**

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy

### **Main Duties: Responsibility for Ambition**

To coordinate a variety of CEIAG/Ambition based activities for students in KS3 and KS4, this will include:

- Coordinate, with the support of the CEIAG & Community Outreach Coordinator, a range of CEIAG based events (with a particular focus on increasing CEIAG events at MRC)
- Establish and develop links with further education colleges, apprenticeship providers and universities.
- Establish and develop links with a wide range of employers.
- Build a network of Plume Academy stakeholders to become continual contributors to the programme.
- Coordinate a programme of external guest speakers with the aim to promote Ambition and raise aspiration.
- Coordinate the two annual Presentation/Award Evenings



Support the CEIAG lead in the delivery of the academy's career programme for students in Years 7-11, ensuring:

- The academy has an effective and inclusive careers programme that meets the expectations set out in the Gatsby Benchmark Framework to deliver "good careers guidance for all students".
- Monitor and evaluate CEIAG in curriculum areas, utilising knowledge and experience to support and improve provision in areas that need it
- To populate and maintain the careers element of the Plume Academy website and social media.

### **Management**

- Line manage the CEIAG & Community Outreach Coordinator
- Ensure that colleges and apprenticeship providers have access to the academy, whilst adhering to statutory safeguarding guidance, to share opportunities with all students.

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**Date of next review:** Annually in line with the PMR process.

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Has qualified teacher status with a degree qualification	✓	
Evidence of further professional study		✓
Outstanding classroom teacher preferable with experience in all key stages	✓	
Evidence to confirm undertaking recent CPD in the area relevant to this post	✓	
Experience of accurate year/key stage/subject self-evaluation and improvement planning in order to raise standards	✓	
Experience as a manager of leading, motivating and managing staff effectively to raise standards and evaluate the impact of initiatives(s)	✓	
Ability to hold people accountable and manage performance effectively	✓	
Experience of promoting excellence and challenging poor performance	✓	
Experience of managing staff and students to resolve conflict	✓	
Experience of responsibility in a curriculum area		✓
Experience of CEIAG		✓
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Can demonstrate leadership traits and is comfortable as a team player	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Up to date knowledge of curriculum and assessment developments	✓	
Ability to initiate and lead change and maximise human and other resources	✓	
Has good organisation skills, the ability to delegate effectively and make sound judgements when working under pressure	✓	
Knowledge and understanding of safeguarding issues	✓	
Experience of coordinating events/activities in an educational setting	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
A proven record of sustained outstanding classroom practice, demonstrating significant value added to achievement levels	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems	✓	
Has a record of successful working with parents as partners in learning	✓	
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	