



ALL SAINTS RC SCHOOL



Diocese of Middlesbrough
Head Teacher: Mrs S L Keelan-Beardsley

Job Description

Job Title:	Assistant Subject Leader - Physics
Job Purpose:	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated science curriculum in KS3 and 4 and Physics at KS5. To line manage Physics teachers and support them to deliver high quality teaching and learning through monitoring measures and sharing best practise To monitor and support the overall progress and development of all Physics students. To facilitate and encourage a learning experience in Physics which provides students with the opportunity to achieve their individual potential. To deliver a plan to raise standards of student attainment in Physics To engage in and support the school's responsibility to provide and monitor opportunities for personal and academic growth and that of Physics teachers. Display an enthusiasm to take on responsibility for the organisation of trips and visits and/or external speakers and extra-curricular opportunities in school. Undertake or fairly delegate the necessary administration of academic courses including examination and coursework processing
Accountable to:	Head of Department
Accountable for:	The provision of a full learning experience and support for students in Physics.
Liaising with:	Headteacher, members of SLT/Learning Leaders, support staff LA representatives, external agencies, governors and parents.
Salary Grade:	Main Pay Scale and Upper Pay Scale
Disclosure level:	Enhanced
General responsibilities and key tasks as shown below:	
Main (Core) Duties	
Operational/strategic planning	<ul style="list-style-type: none"> To co-ordinate the development and implementation of appropriate schemes of learning, marking policies, specifications and teaching and learning strategies in Physics

	<ul style="list-style-type: none"> • To construct a departmental development plan, managing its implementation and evaluating its impact. • Complete monitoring activities (e.g. learning walks), complete relevant documentation, identify strengths and determine an improvement strategy. • To contribute to the whole school's planning activities.
Curriculum Provision	<ul style="list-style-type: none"> • To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
Curriculum Development	<ul style="list-style-type: none"> • To co-ordinate the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.
<u>Staffing</u> Staff Development Recruitment/Deployment of staff	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process. • To ensure all Physics teachers engage actively in the Performance Management Review process. • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance	<ul style="list-style-type: none"> • To help to implement school quality assurance systems. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. • To regularly review methods of teaching and programmes of work in Physics. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management Information	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of students in own lessons and across the Physics department

	<ul style="list-style-type: none"> To track student progress and use information to inform teaching and learning across the Physics department
Communications	<ul style="list-style-type: none"> To communicate effectively with the parents of students as appropriate. Where appropriate, to communicate and co-operate with persons or bodies outside the school. To follow agreed policies for communications in the school.
Marketing and Liaison	<ul style="list-style-type: none"> To take part in marketing and liaison activities such as Open Evenings, Parents Evenings and liaison events with partner schools. To contribute to the development of effective subject links with external agencies.
Management of Resources	<ul style="list-style-type: none"> To contribute to the process of the ordering and allocation of equipment and materials. To assist the Head of Department to identify resource needs and to contribute to the efficient/ effective use of physical resources. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.
Pastoral System	<ul style="list-style-type: none"> To be a Form Tutor to an assigned group of students. To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. To liaise with a Learning Leader to ensure the implementation of the school's Pastoral System. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
Monitoring and Intervention	<ul style="list-style-type: none"> To evaluate and monitor the progress of students and keep up-to-date student records in Physics department. To contribute to the preparation of Action Plans and progress files and other reports. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. 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. To contribute to PSHCE and citizenship and enterprise according to school policy To apply the Behaviour for Learning management systems so that effective learning can take place.

	<ul style="list-style-type: none"> • To ensure students are encouraged to follow expectations regarding punctuality, behaviour, uniform and standards of work and presentation.
<p>Teaching</p>	<ul style="list-style-type: none"> • To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • 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. • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.
<p>Other Specific Duties:</p>	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos of trust, honesty and service and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>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.</p> <p>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.</p>	

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.