

Highgate Wood School

Highgate Wood School is a mixed Comprehensive School group 7, situated in the Crouch End playing field area of the London Borough of Haringey.

Age range 11 – 18

JOB DESCRIPTION

Name:

Title of Post:

Economic Subject Leader

Salary Grade:

Main Pay Scale (MPS)

Accountable to:

Head of Department, Deputy Head and Headteacher

This job description may be amended at any time following discussion between the head teacher and member of staff named above.

1. Accountability for Leading, Managing and Developing A Subject or Curriculum Area or Student Development Across The Curriculum

The post requires the post holder to work with relevant teachers and colleagues in the to:

- Ensure that all students, irrespective of gender, cultural background or disability enjoy equal access to a broad, balanced and appropriate curriculum which enables them to achieve.
- Provide leadership of the students at key transition points and throughout the school, including the delivery of appropriate provision and processes at year specific transition points e.g. Induction, testing, target setting, alternative provision, increasing flexibility, GCSE, next steps.
- Contribute to the development and implementation of the academic, spiritual, moral, social and cultural curriculum.
- Ensure that students are ready to learn (equipment etc) and achieve high standards of attendance and behaviour for learning, punctuality and engagement.
- Develop strategies, which enhance the positive relationships between school, parents and the local community.
- Identify barriers to learning and develop intervention strategies to address these by working with relevant stakeholders.
- Identify relevant school improvement issues through rigorous self-evaluation processes focussed on learning and achievement.
- Provide the Headteacher (or other management postholder/team) with relevant subject/curriculum area or student performance information.
- Define and agree appropriate improvement priorities.
- Co-ordinate relevant CPD needs and opportunities.
- Evaluate the impact of all improvement activities on the quality of learning and teaching.
- Be a lead teacher.
- Be a lead practitioner in Economics

2. Accountability for impact on educational progress beyond assigned classes or groups of students

The post requires the post holder to work with relevant teachers and colleagues

to:

- Identify appropriate attainment and/or achievement targets;
- Manage effective use of data and target setting to raise student achievement;
- Monitor student standards and progress against annual targets;
- Monitor planning, curriculum coverage and learning outcomes;
- Monitor student learning and personal development, behaviour, attendance, punctuality and engagement;
- Lead evaluation strategies where improvement needs are identified;
- Ensure that, in public examinations, relevant attainment/achievement targets are met.
- Maintain a subject area SEF and a Subject Development Plan

- Monitor reliability and accuracy of documentation sent to parents.
- To facilitate good internal and external communications about Economics activities by contributing to school publications, the school website, maintaining up-to-date displays etc.

3. *Leading, developing and enhancing the performance of others*

The post requires the post holder to work with relevant teachers and colleague to:

- Maintain personal expertise, and share this with other colleagues;
- Developing core capability in the delivery and assessment of Economics
- Act as a role model of good classroom practice for other colleagues, modelling effective strategies and coaching, for instance exemplifying, preparing and leading on the use of Economics to advance learning;
- Monitor and evaluate standards of teaching, identifying areas for improvement, liaising with HoDs as appropriate.
- Plan and implement strategies to improve teaching where needs are identified;
- Induct, support and monitor new staff;
- Act as a performance management team leader for identified teachers, learning support staff, HLTAs and associate staff.