**PENDLE VIEW PRIMARY SCHOOL**

# Roles and Responsibilities of a Subject Leader

## Curriculum Design and Development

All work relating to curriculum development must support and develop the school’s aims and objectives and be undertaken in liaison with the School’s Leadership and Management Teams. This involves:-

* Leading the development and review of subject policy consistent with National Curriculum requirements and school aims;
* Leading the development of a subject scheme of work;
* Ensuring that there is continuity, consistency, balance and progression within the subject across the school;
* Leading development of the subject within the school and ensuring that the needs of teaching the subject are represented in the SDP / SIP;
* Ensuring that the subject reflects cross-curricular themes, such as, multi-cultural issues, equal opportunities and personal social education;
* Advising and liaising on how ICT can support the development and teaching of the subject.

## Communication

* Liaising with colleagues offering specialist subject advice and support;
* Informing and supporting newly appointed colleagues of school policy, scheme of work, resources and assessment in the subject area;
* Liaising with the Senior Leadership Team, the Governors, the School’s Adviser(s) and parents regarding the development and reviews of the subject area.

## Assessment and Monitoring

* Ensuring that the school follows statutory and school advice regarding the teaching of the subject;
* Monitoring standards and progression within the subject through the scrutiny of planning sheets, sampling pupils’ work and staff discussion;
* Observing, on occasions, the teaching of the subject;
* Assisting colleagues in planning for assessment, having oversight of and developing record keeping / assessment sheets and developing a school portfolio of evidence;
* Ensuring that the actions described in the SDP / SIP are implemented and progress reviewed at regular intervals.

## Resources

* Evaluating the relevance of existing resources, particularly with regard to differentiated learning, multi-cultural issues and equal opportunity;
* Managing the purchase and deployment of resources;
* Ensuring that existing resources across the school are listed, made known to staff and updated / reviewed annually;
* Identifying sources of loan materials for staff for example, libraries, museums etc.

## Professional Development

* Attending appropriate in-service courses and feedback information to the Senior Leadership Team and / or colleagues;
* Arranging and organising school based in-service activities as part of the whole-school INSET programme;
* Identifying opportunities for training for colleagues;
* Offering in-class support to colleagues regarding a subject area;
* Personal reading to keep up to date with current issues, developments and new resources.