



## Head of Subject

# Job Description and Person Specification

Progress Schools - National

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**JOB TITLE:** Head of Subject

**SUBJECTS:**

- English
- Maths
- Science
- Humanities
- ICT
- PE & Sport
- PSHE, Citizenship and SMSC

**LOCATION:**

- National - Based in a one of the geographical Hubs and some home-based work and travel to all schools

School locations include:

- |                      |                                       |
|----------------------|---------------------------------------|
| • Buckinghamshire    | High Wycombe                          |
| • Cumbria            | Carlisle                              |
| • Northamptonshire   | Northampton & Thrapston               |
| • Merseyside         | Liverpool, The Hive & Hamilton Square |
| • Greater Manchester | Gorton, Wigan, Lilford & Stockport    |
| • Tees Valley        | Tees Valley                           |

**REPORTS TO:** Regional Headteacher

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**PURPOSE:**

To report into the Regional Headteacher and to lead on the development of curriculum, pupil outcomes, progression, and staff development in teaching, learning and assessment, specifically in their subject.

The primary focus is to develop the breadth of the current curriculum for all year groups and to improve the standard of teaching, learning and assessment practice across all schools for students in their subject This will include the effective use of coaching and mentoring of teaching staff and the design and creation of schemes of work and resources for their subject area and qualifications up to GCSE.

Key priorities include:

- The overall quality of education across Progress Schools
- Raising subject knowledge across all staff and prioritising the ongoing development of their subject.
- Raising awareness in the profession for those with SEND, both diagnosed and undiagnosed.
- Maintaining and promoting high quality teaching across all schools
- Leading a team of teachers teaching their subject area.

#### **ABOUT PROGRESS SCHOOLS:**

Progress Schools are a multi sited company with each school registered separately with the Department for Education as an Independent School. We specialise in teaching students who may present challenging behaviours or are not suited to mainstream education. We offer an alternative curriculum to meet the needs of each student on an individual basis. Our core values are:

- Positivity
- Responsibility
- One team
- Growth
- Respectful
- Exceptional
- Supportive
- Stable

#### **MAIN AREAS OF RESPONSIBILITY:**

The post holder will be responsible for working on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas:

##### **Strategic direction and development of the company**

- Assist the Director of Education & Regional Headteachers to contribute to a strategic view for the company, contributing to analysing and planning for its future needs and further development within the local, national, and international context.
- Always demonstrating high standards of personal integrity, loyalty, discretion, and professionalism and publicly supporting all decisions of the Executive Team and Governing Body.
- Supporting with the strategic development of verification activities and taking a lead with awarding organisations and all associated quality improvement activities.
- Lead on strategic development of the national curriculum and ensure breadth and balance across all year groups in maths and English.

## **Teaching, Learning and Assessment**

- Oversee and drive the production of schemes of work and resources for the best practice teaching and learning in their subject.
- Providing an example of excellence as a senior classroom practitioner and inspiring and motivating other staff through the development of the curriculum, including enrichment activities.
- Secure and sustain high expectations and excellent practice in teaching, learning and assessment throughout the company, monitor and evaluate the quality of delivery and standards of student's achievement, use benchmarks, and set targets for improvement.
- Ensure all activities contribute to an improvement in the standard of teaching, learning and assessment practices from good to outstanding.

## **Mentoring Staff**

- Motivate, support, challenge, and mentor all staff to secure continual improvement, including her/his own continuing professional development.
- Lead by example in relation to standards of planning, preparation, and delivery of high-quality curriculum.
- Provide frequent coaching and mentoring to all staff within the schools to develop and support practice.
- Support leaders to improve practice within their schools.

## **Specific Duties**

This list is not exhaustive but outlines the key functions of the role.

- Work with the Director of Education and Regional Headteachers to review, analyse and develop the curriculum to meet the varying needs of every school.
- Lead a team of teachers who across multiple schools.
- Lead by example in the planning and preparation of schemes of work and their ongoing development within the team
- Oversee development of documentation for qualifications in line with Awarding Organisation specifications
- Lead on IQA activities for academic qualifications and lead on process with external Awarding Organisations (EV visits)
- Support the Director of Education and Regional Headteachers to monitor, review and develop professional CPD activities for a range of roles
- Undertake site visits and provide mentoring, coaching and feedback where necessary
- Complete monthly reports for each school to include sampling of processes and procedures
- Input in a strategic review of curriculum and services provided to meet the needs of all students

- Lead standardisation meetings with Regional SEND and Inclusion Co-ordinators to regularly standardise practice and provide a forum for development
- Support during Ofsted inspections.

### **Additional Information**

The job holder is required to contribute to and support the overall aims and ethos of the company. All staff are required to participate in training and other learning activities and performance management and development as required by the Company's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept reasonable alterations that may from time to time be necessary and to undertake other duties appropriate to the post that may reasonably be required from time to time.

This post will bring the job holder into contact with company confidential information relating to students and staff. The job holder must therefore be aware of the confidential nature of the issues and always maintain absolute confidence.

### **SALARY AND CONDITIONS**

- Progress Schools PayScale (Equivalent of Teacher Pay Scale and TLR2)
- Holiday is to be taken during the 13 weeks of school holidays as per Progress Schools' terms of employment.
- Preparation for Office for Standards in Education, Children's Services and Skills (OFSTED) inspections and external quality assurance activities will take up extra hours.
- The role will require travel to all the Progress Schools' sites across the country on a regular basis, travel expenses will be paid.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>A degree or equivalent in your subject area.</p> <p>Teaching qualification (QTS or QTLS).</p> <p>Experience of working with GCSE and other qualifications</p>	<p>Evidence of continuous professional development and commitment to further professional development.</p> <p>IQA Qualification.</p>
<b>Experience</b>	<p>A variety of teaching experience across the secondary age range.</p> <p>Involvement in curriculum development within a school.</p> <p>Responsibility for developing, monitoring, and evaluating an aspect of school provision.</p> <p>Working successfully in partnership with parents and the wider community.</p> <p>Experience of dealing with students of a challenging nature.</p>	<p>Recent leadership and/or management experience in a school or alternative provision.</p>
<b>Knowledge and understanding</b>	<p>Current education issues and developments.</p> <p>Types of SEND and impacts on learning.</p> <p>Education, Health and Care Plans and the annual review process.</p> <p>Curriculum, national strategies, and assessment.</p> <p>Implications of equal opportunities and inclusion issues.</p>	<p>Knowledge and understanding of the preparation and administration of statutory examinations.</p> <p>the links between schools, especially partner schools.</p> <p>Alternative education.</p>

	<p>Strategies for improving the quality of teaching, learning and assessment.</p> <p>Strategies for school improvement and raising standards of achievement.</p> <p>Strategies for promoting inclusion across all students.</p> <p>Understanding of appropriate strategies for managing pupils' behaviour.</p>	
<p><b>Skills</b></p>	<p>A highly motivated, energetic, and enthusiastic person who is approachable and promotes positive relationships and has high expectations</p> <p>Effective coaching and mentoring skills</p> <p>A proven track record as an excellent, creative teacher who motivates children</p> <p>Able to relate well to children and share their interests and enthusiasms</p> <p>Effective administrative and organisational skills</p> <p>Ability to communicate orally and in writing to a wide range of audiences</p> <p>Ability to effectively manage student discipline and have a commitment to a high level of pastoral care</p> <p>Working knowledge of ICT for teaching and administrative purposes</p>	

	Ability to cope with the pressures of a demanding position.	
<b>Other</b>	<p>Commitment to providing an effective learning environment appropriate to the need and abilities of all pupils</p> <p>Commitment to the development and maintenance of positive partnerships between the school, parents, and the community.</p>	Recent participation in professional development activities and willingness to undertake other training.