



CAYMAN PREP AND HIGH SCHOOL

SUBJECT LEAD JOB DESCRIPTION

**Primary School Core Subject Leader**

**Academic Year** \_\_\_\_\_

**Purpose:**

- Under the supervision of the Head of Academic, the Subject Leader will take responsibility for developing the scope and sequence of their curriculum, ensuring smooth links between EYFS, Key Stages 1, 2 and 3.
- Plan, deliver and develop an effective, sustainable Curriculum throughout the school in line with British NC expectations and the Cayman Islands Education curriculum requirements adapted to meet the needs of our setting.
- He/she will also be responsible for reviewing assessment and reporting procedures and tracking students' progress across the school and transition to HS.
- To be a champion for the subject area, promoting and providing opportunities for growth and development for all students

**Reporting to:** Head of Academic and Primary Leadership Team (PLT)

**Liaising with:** Year Group Leads, Class teachers, Primary teachers and High School subject-specific staff

The post holder will:

- assume responsibility for the design, implementation and delivery of a core curriculum area and its further development
- Having a full understanding and working knowledge of the progression through KG, Key Stages 1&2 and on to Key Stage 3 for your subject area
- liaise with Learning Support staff to ensure equality of provision; advise on enrichment and extension activities for the more-able and support for the less-able students in the core subject
- liaise with LA's and teachers and offer advice with respect to the inclusion of cross-curricular references in subject planning
- liaise with the PLT in monitoring and evaluating appropriate systems for assessment, record-keeping and reporting for internal and external purposes
- work with the Principal, Deputy Principal and Head of Academic in the planning, implementation and development of curriculum-appropriate tools and procedures for formative and summative assessment, to encourage and reflect rigorous academic standards

- dedicate equitable attention to the subject area across the year groups
- working with the SENDCo, Deputy Principal, Head of Academic and Year groups leads to set meaningful targets at different age and ability levels, in the light of information gained from tracking students' progress
- monitor and evaluate the teaching of the subject throughout the school, through lesson observations, targeted questioning, scheduled checking of teachers' planning books and children's workbooks
- meet with line manager to monitor and evaluate the impact of the subject across the school.
- raise the profile of the subject area throughout the school through displays, exhibitions and events and special days
- establish contact with core subject specialists in the HS and in local schools, to be aware of UK, local and international trends and developments within the curriculum
- liaise with PLT to schedule own professional development and for staff where aspects of the curriculum, and its delivery, are the focus
- produce and update an annual set of curriculum guidelines, to give staff, parents and students an overview of curriculum content in each year group and across the primary school
- carry out any other curriculum-related tasks across the school as assigned by the PLT

### **Other Responsibilities:**

The post holder will:

- be an expert in the field of the subject, supporting colleagues, as required to model excellent teaching and delivery
- contribute to staff meetings, providing subject-related information, examples of good practice and in-house opportunities for professional development
- keep staff informed of current developments within the subject-specific curriculum
- seek out relevant courses, workshops, meetings and literature to assist in own professional development needs and that of other teachers
- liaise with subject-specific teachers in the High School to facilitate a seamless transition from Key Stage 2 into Key Stage 3 and beyond
- Prepare to meet with external moderators, including OES to discuss your subject curriculum in terms of intent, implementation and impact

**Resources and Budgeting:** The post holder will be expected to:

- Keep an organized, informative and impactful folder of information relative to the subject leadership, including a yearly action plan to be reviewed during PMAP
- make and manage an inventory of resources, noting the condition of these resources
- advise the PLT of required materials, along with the need to dispose of and replace obsolete / defective books and equipment
- work with the PLT to prioritise these needs within budget constraints
- arrange a monitoring system, where appropriate, whereby materials for shared use can be borrowed and returned to an agreed location
- liaise with other Year Group and Subject Leaders, Support for Learning Staff and Class Teachers to ascertain proposed needs

- keep up to date with new texts /materials/software in order to make informed recommendations to the PLT with regard to their desirability and benefits for the children

### **All Staff Are Expected To:**

- Maintain professionalism and confidentiality at all times with regard to student information and related school matters
- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
- Uphold the school's behaviour code, uniform requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings, student performance meetings, PTCs and extra-curricular activities
- Assist with various duties as assigned by the Principal, according to the needs of the school, which may be outside of the normal working day

### **Safeguarding**

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Subject\_\_\_\_\_

Subject Leader name: \_\_\_\_\_

Date:\_\_\_\_\_

Subject Leader Signature:\_\_\_\_\_

Primary School Principal\_\_\_\_\_

Date:\_\_\_\_\_