

Rodney House School



# Role of the Curriculum Area/Subject Leader

Reviewed: June 2018

Signed by Governor:

All teachers are expected to undertake specified responsibilities for a Rodney House curriculum area as agreed with the Head Teacher. This document has been produced to outline such responsibilities and give guidance on line management.

All teachers will have an area of responsibility.

Teaching Assistants may also have responsibility for part of the curriculum provision commensurate with their job description and role within school.

All teachers receive extended time in addition to the 10% Planning, Preparation and Assessment time each week - this is intended to allow time for the subject leadership role.

The responsibilities of subject leaders include:

- Developing and reviewing good practice in subject delivery
- Keeping up to date with developments in the subject area and disseminating information to all staff as appropriate
- Attending relevant meetings and courses where possible
- Leading the curriculum team to manage the shared use of equipment and resources throughout school
- Being responsible for a budget allocation for the subject area
- Being responsible for the curriculum team for the subject/area of learning
- Providing information for the SLT/Governors as appropriate
- Making a contribution to the School Improvement Plan in relation to the subject/area of learning

### Monitoring and evaluation

To support the Head Teacher with the monitoring of the curriculum, each subject leader will be expected to give a brief verbal report on subject development as part of the appraisal meetings throughout the year. In addition, the subject leader will be expected to write a short report on their designated area of responsibility on an annual basis. Information to use for the report should include:

- End of term reviews of topic planning and delivery
- Learning walks as appropriate
- Other information as relevant

Points in the report should be evaluative not descriptive with an emphasis on impact.

Content of reports should include:

- An overview of subject coverage/strengths and areas for development across the school
- Monitoring information including equal opportunities/race and disability equality/inclusion
- Identification of any resources/financial or training implications
- Evidence that topics/themes covered offer appropriate level of interest and challenge across the school

The reports should be handed to the Head Teacher. Reports will be used by the Headteacher to:

- Inform discussion about curriculum issues with the governors
- To contribute to the School Improvement Plan (SIP)
- To inform school Self-Evaluation
- To deploy the budget and resources efficiently, effectively and economically including Continuing Professional Development priorities

All subject leaders should maintain a curriculum subject file which includes the following sections:-

- a) "Role of the subject leader" document
- b) Subject policy - if appropriate
- c) Curriculum guidance material
- d) Subject monitoring, evaluation and actions
- e) Budget overview and records of spends/resources
- f) Inset information/course materials - as relevant
- g) Any other relevant information

## Appendix A

### Curriculum Subject File Contents

- A) "Role of the subject leader" document
- B) Subject information
- C) Curriculum guidance material
- D) Subject action plan - curriculum team discussion record
- E) Monitoring and development records, including short reports
- F) Budget overview and records of spends/resources
- G) Inset information/course materials - as relevant
- H) Any other relevant information



Curriculum Area .....

**AUDIT and ACTION PLAN 2017-18**

<p><b>AUDIT: Resources: What resources are available? Are they appropriate for a range of learning needs? Do they cover the topics/strands?</b></p>	
<p>Topic 1/Strand</p>	
<p>Topic 2/Strand</p>	
<p>Topic 3/Strand</p>	

Actions: eg ordering resources, storage,	Challenges, issues, training needs

Appendix C Curriculum Team Discussion Record Sheet (saved in staff resources/proformas)

Date	Present	Discussion	Action

Curriculum Team Action Plan (saved in staff resources/proformas)

<b>Name/Subject area/Role</b>				<b>Year:</b>	
<b>Aims:</b> <i>What do you want to achieve?</i>					
<b>Success criteria:</b> <i>How will you know you have achieved your aim/s?</i>				<b>Evaluation:</b>	
<b>Who</b>	<b>Timescale</b>	<b>RAG</b>	<b>Detailed Actions</b>	<b>Resources:</b> Budget/Time/Human	
	Autumn Term				
	Spring Term				
	Summer Term				