

Hinchliffe Mill Junior and Infant School

Policy for the role of Subject Link Teacher

(February 2013)

Subject link teachers in a small school take on a challenging role. They are responsible for more than one area of the curriculum and so have to ensure that they are well informed in more than one subject. We aim to meet that challenge to the best of our ability.

Expertise

The subject link teacher aims to acquire expertise in the area of the curriculum that they are supporting in school. Although we strive to match qualifications and enthusiasms to the subject areas much of our expertise is from working in the subject alongside others, attending courses and ensuring that we keep up to date on current practise through reading and research. Areas of the curriculum will at times take on a higher or lower profile as seems appropriate to our current school focus as detailed in the School Development Plan and subject link teachers role will have a higher or lower profile alongside this.

Currently subject link teacher responsibilities are:

Mrs R Elizabeth Noble	DT, Geography, ICT
Mrs Rebecca Townsend	SENCo, PSCH
Mrs Victoria Hanson	Mathematics, Art
Miss Lindsay Vann	English, RE,
Miss Nicola Byram	Science, PE
Mrs Merran Smith	Music, History

Information Dissemination

At appropriate times the subject link teacher may be required to share information with the staff. This may be after a course or when changes occur in the curriculum. It may be that the subject link teacher leads a staff meeting or training session when there is a school focus on a certain issue.

Courses

Attendance at courses is a part of the subject link teachers' role that helps to keep them informed as to current practise and network with others who may have useful ideas to share. The amount of money available for courses is limited and we aim to provide opportunities for training both within the Kirklees system and wider a field where speakers of national repute are available. Each year the school focus will help to determine the type of course we aim to attend. This will be taken from the School Development Plan.

Budget

Each subject link teacher is responsible for the budget for their subject. Decisions as to spending areas will be taken initially by the Headteacher in consultation with the staff and with reference to the School Development Plan. When a subject is a particular focus for the school a higher level of spending will probably be agreed.

Staff Meetings

As stated previously subject link teachers may be asked to lead staff meetings as appropriate.

Resources

Part of the subject link teacher's role is to ensure suitable provision of materials and resources for their subject. Alongside this they may assist in organising and referencing materials. We aim to develop a resources room where boxes for each topic area are stored. These will contain resources and lists of where other things may be stored in school if not in the box. Medium and short term plans and some samples of children's work in the topic from the past four years may be collected here too. Samples of pupil work in all areas of the curriculum are also available in the resource room.

Policies and Action Plans

The subject link teacher is responsible for the development of policies for the school: these should be reviewed on a biennial basis. When an area is a particular focus an action plan may be required, this should be developed in partnership with the headteacher.

Schemes of Work

We refer to the QCA documents, adapting these as necessary to fit in with the requirements of school and our two year cycle.

Review Planning

Subject link teachers are aware of the work done in their curriculum areas. We are a small school and work very closely together. Plans are placed in curriculum boxes.

Observe and promote good practice

At times it may be appropriate to demonstrate good practice in areas of the curriculum that the subject link teacher is responsible for. This may be when the area is a focus for the school or if a teacher requests support in teaching a particular aspect of the subject. Observations of lessons within a planned programme will also be organised.

Monitor Pupil Progress

Subject link teachers should monitor the progress of pupils in their area. Sampling of work for above average, average and below average pupils on a regular basis in each year group will be the preferred method for this. Samples of pupil work in all areas of the curriculum are available in the resource room.

Display

Displays for information and of aesthetic value are used in school. It is appropriate that work in all subjects is displayed in school so that children can celebrate their achievements. Display can be used to promote the subject.

Special Educational Needs

Children with Special Educational Needs are carefully monitored. We aim to ensure that all children have equal opportunities in all areas and are aware of issues of Race/Gender Equality/Inclusion.

Liaison

At times there will be a need to liaise with other local schools, network on issues related to subject areas and arrange for information to be relayed to parents.