

## Roles and Responsibilities of a Subject Leader at Park View Academy

Subject leaders play a vital role in ensuring the smooth running of each subject. Pupil subject leaders work in partnership with staff subject leaders to ensure pupil voice and enthusiasm runs through all of our subjects. Subject leaders apply for their positions after reading job specifications, which offer insight into the leadership roles, these specifications are written by staff subject leaders each year. This process ensures an up-to-date understanding of the role before application. Once pupils are appointed as subject leaders, they receive an induction by the staff subject leader.

Subject Leader roles include: *Art and Design, Computing, Design Technology, Geography, History, Maths, Modern Foreign Languages, Reading, Writing, Music, Personal Social Health and Economic, Physical Education, Religious Education and Science.*

### **The role of a Subject Leader:**

- Meet with staff subject leader regularly
- Participate with subject leader meetings half termly
- Carry out interviews and questionnaires with children across the school
- Take ideas and suggestions from pupils to staff subject leader
- Help to organise theme days/events throughout the year
- Celebrate success of pupils by giving out awards/certificates/prizes
- Update subject displays/areas and suggest updates to displays around school
- Help to look after restock supplies and resources
- Play a key role in promoting their subject amongst peers and across school

**In order to be a successful Subject Leader, you will need to be:**

- Respectful, Ready and Responsible
- Proud of your subject and want your subject to be the best it can be
- Listen carefully to the views of others and take their ideas on board
- Represent the majority view of pupils, even if you don't agree!
- Commit time to this role and accept that you may need to do things during break times and/or lunchtimes
- Enthusiastic
- Kind and respectful
- Patient

**What you will need to do next:**

Read the Job specifications and ensure you are able to comply.

Complete a job application form ensuring you mention all points on the specification.

<b>Subject: Maths</b>	<b>Teacher: Miss Osman</b>
I am looking for a passionate mathematician who wants to help showcase the wonderful world of maths and how it is used all around us. Applicants should be excellent ambassadors for the subject and show resilience when tackling problems.	
Roles and responsibilities will include:	
<ul style="list-style-type: none"> <li>• carrying out interviews and questionnaires with other children across school</li> <li>• giving out awards and prizes such as TTRockstars certificate</li> <li>• working with myself and Mr Ogilvie to improve the maths displays around school</li> <li>• helping younger children learn maths games on KS1 and KS2 playgrounds</li> </ul>	

*Example job description*

**The Subject Leader Rules are as follows:**

All Subject Leaders must:

- be respectful and listen to others
- contribute or participate actively in meetings
- follow the school rules and be role models to other pupils
- model good behaviour at all times
- be polite and courteous to others
- attend fortnightly meetings
- use their position as a Subject Leader to support and develop our school community
- feedback to peers after meetings

**Subject Leaders 2023-24**

