

Subject Lead, High School

Job Description

Stipend + 20% Release**Two year professional reflection cycle****Four year in-depth review cycle****General Description**

The High School Subject Lead oversees the subject area within Grades 9-12, playing a leading role in ensuring vertical articulation of the curriculum across the school, including liaison with the Middle School. Tasked with nurturing environments that support learning, wellbeing, and professional growth, they lead proactively, presuming positive intent. As members of the subject lead team, they learn collaboratively, represent subject teams' voices, and consult on divisional operations and strategy, while advocating for innovative approaches to enhance student learning.

School Wide Expectations

1. Will be guided by the ISZL Mission Statement in their mission statement
2. Will nurture ISZL School Ethos and Culture
3. Will promote and follow ISZL policies and procedures
4. Will use technology to enhance and augment learning, as appropriate

Reporting to: High School Principal**Mentored by:** An assistant principal, programme coordinator or principal**Specific Areas of Responsibility**

Pedagogical: *the ability to improve learning through collaborative cultures with a focus on student learning*

- **Make student learning** the focus of the team's work when facilitating meetings, curriculum reviews, classroom observations, coaching conversations and data analysis.
- **Promote the use of** curriculum mapping tools to document collaborative conversations and planning so that documentation reflects the daily taught curriculum
- **Understand and support** individual professional growth opportunities for team members, fostering a culture of continuous growth and improvement.
- **Support** the orientation of new teachers into the team, consulting on recruitment needs and contributing to the recruitment process, as appropriate.
- **Build interdisciplinary connections** and MYP interdisciplinary units by working collaboratively with other subject area leads.

Strategic: *the ability to develop, implement and manage school strategy*

- **Develop, monitor and implement strategic development plans** aligned with school mission, vision and key results.
- **Play a proactive role** in the weekly Subject Lead meetings to further school improvement and development while representing the voice of your team

- **Liaise** cross-divisionally on a regular basis to support vertical alignment of the learning programme
- **Collaborate** with the relevant Programme Coordinators to steward the various programmes supported by the subject area, e.g. AP/IB examination review, MYP IDU development, coursework uploads

Innovation: *the ability to innovate, bring about change and solve problems*

- **Collaborate with** members of the team to support short, mid and long-term individual and programmatic improvements and interventions that enhance student learning.
- **Actively participate** in professional development opportunities to enhance teaching skills and stay updated on current trends in education
- **Implement strategies** to measure the effectiveness of innovative initiatives and adjust as needed for maximum impact.
- **Support** and **empower** team members to take risks and explore new ideas

Professionalism: *the ability to model, maintain and cultivate effective, sustainable professional team cultures*

- **Model** best practices as outlined by the ISZL learning principles and educator competencies
- **Effectively manage** the resourcing of the subject area in a fiscally appropriate manner
- **Ensure** that school communications (e.g. calendar, bulletin, newsletters) are understood and emphasised to support the work of your team.
- **Listen to and understand** the needs of members in the team, promoting dialogue, constructive disagreement and orienting to solutions in ways that presume positive intent.
- **Support** the team with understanding and following ISZL policies (e.g. assessment, academic integrity, inclusion), practices and procedures (e.g. grading, open gradebook, Schoology), and deadlines (e.g. reporting)
- **Support** effective communication and collaboration amongst team members and the wider ISZL community
- **Monitor** and assist with the implementation and communication of last minute, short-term and longer-term planned cover needs.