

Job Description

Social Science Head of Department

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| Location | St Marks Academy |
| Contract term | Permanent |
| Full time/Part time | Full time |
| Pay range | Teachers Main Pay Scale + TLR |
| Reporting to | Assistant Principal |

Overall Purpose

Do you believe passionately about the Social Sciences being at the heart of an outstanding education?

For years, the Social Science Department at St Mark's Academy has been central to the school's continual improvement to the brink of outstanding – we now need the right Head of Department to take that final step.

This is a fantastic opportunity for an outstanding teacher and current or aspiring middle leader with a clear vision for taking St Mark's Academy's Social Science Department on a journey to outstanding.

Key Duties

- To be in charge of overseeing, organising and delivering all schemes of work throughout the year and ensuring that they embrace the new Ofsted framework.
- Holding weekly meeting with key stakeholders
- Take an active role in our whole school instructional coaching model to support your department to constantly improve and develop their practice
- Developing a high performing team of teaching and support staff within your curriculum area that raises aspiration and achievement
- Modelling and encouraging effective team behaviours to support the above
- Evaluate the quality of learning and teaching within the curriculum area
- Arranging the timetable to ensure that teaching staff within the social sciences are best deployed to utilise their strengths
- Identifying and intervening in areas for development for teaching staff within the curriculum area and across the school and support the development of learning through use of departmental meetings, coaching and individual staff development plans
- Developing a culture of accountability within their team and across the school with regards to social science skills to ensure that teachers have ownership of progress, achievement and attainment of the students in their classes
- Leading accountability for student engagement and behaviour within the curriculum area, including the use of rewards and sanctions according to academy policy
- Ensuring effective assessment of learning is taking place within the curriculum area

- Maintain tracking systems for aspects of the curriculum area which inform academy assessment and data collection procedures
- Tracking and monitoring student performance within aspects of the curriculum area, including analysis of examination results from all key stages
- Identifying causes for concern and put in place appropriate intervention to raise achievement

Knowledge and Expertise

- Have an excellent knowledge of and/or infectious enthusiasm for Instructional Coaching and teaching within Social Science
- To have experience of using instructional coaching to develop colleagues' practice, with measurable impact
- To be able to lead courageous conversations to encourage every staff member to excel
- Maintain an up to date knowledge of effective approaches to CPD and cognitive theory and memory
- To have an in-depth experience of working with young people
- Maintain an up to date knowledge of curriculum development, including qualifications and examinations, for their subject area.

Developing a Vision and Shaping the Future

- Development of a vision of how Instructional Coaching and our CPD programme will raise aspiration and achievement both within the academy and the wider community
- Development of a vision of how the curriculum area you work within will raise aspiration and achievement both within the academy and the wider community
- Developing and leading action plans to enable these visions to happen within the department
- Leading the development of curriculum materials, including schemes of work that meet the needs of learners and enable students to enjoy and achieve
- Promoting the opportunities, the social science curriculum brings to the academy, including developing enrichment opportunities such as after-school clubs and trips and visits

Tracking and Intervention

- Ensure that effective assessment of learning is taking place within the classroom
- Maintain tracking systems for aspects of the curriculum area which inform academy assessment and data collection procedures
- Track and monitor student performance within aspects of the curriculum area, including analyses of examination results
- Identify causes for concern and put in place appropriate intervention to raise achievement
- Track numbers of students taking A Level subjects and design robust plans to retain these onto courses within the department.



Communications

- Develop and maintain appropriate routes of communication with students, staff and parents
- Ensure that high quality, stimulating displays are maintained in classrooms and corridors within the curriculum area
- Maintain current curriculum information on the academy website and TEAMS.

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times
- To show a record of excellent attendance and punctuality
- To adhere to the Academy's Dress Code & Staff Code of Conduct.

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

- The Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
- Staff in schools' work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.



Signed..... (Post Holder) Date.....

Signed..... (Principal) Date.....`