



Lord Grey Academy
Lord Grey Can



HEAD OF DEPARTMENT - SOCIAL SCIENCES

MPS/UPS

Required for January 2027 or sooner

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





Advertisement

Head of Department - Social Sciences

TLT MPS/UPS
Plus TLR 2b - £5,872

Required from January 2027 or sooner

We require a Head of Social Sciences to lead and manage the Criminology (KS5) and Psychology (KS4 and KS5) teams at Lord Grey. Additionally, we seek a candidate who has the passion to drive the KS5 Social Sciences curriculum offer to include A Level Sociology from September 2027.

The successful candidate will have a strong commitment to leading on the development and delivery of a well sequenced and knowledge rich curriculum across their areas of responsibility ensuring our students receive a Quality First teaching and learning experience. The candidate will be an effective classroom practitioner with experience of teaching a Social Science subject and be someone who will offer a full commitment to enabling all our students to make good progress and achieve strong outcomes.

The successful candidate will have the drive and determination to motivate and offer high support with high challenge to our students, and the leadership skills to enable both students and staff to be the best they can be. The candidate will have good organisational skills and a vision to develop the courses offered.

The right candidate will be totally aligned to our values of encouraging all students to be ambitious, curious, determined and to act with civility and integrity and completely committed to promoting and realising our belief that all at Lord Grey Can!

A vacancy booklet, information for candidates booklet and the application form are available on the vacancies section of Lord Grey Academy's website:

<https://www.lordgrey.org.uk/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am Friday 9 October 2026. Interviews to be held Wednesday 14 October 2026.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.



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Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross-phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools, we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible, and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science,

Humanities, EYFS, SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations, and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional Development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Medicash - Health Cash Plan:
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





JOB DESCRIPTION - HEAD OF SOCIAL SCIENCES

Our core belief is that everyone at Lord Grey Can.

Our Core Values are: Determination, Ambition, Curiosity, Integrity and Civility. Our expectations are high and It is expected that the post holder will carry out his/her/their responsibilities in alignment with this philosophy.

The job description defines the responsibilities of the post holder as being:

- Under the reasonable direction of the Humanities Faculty Lead ,to carry out the professional duties of a Head of Department and teacher.
- To comply with "Health and Safety" at Work legislation
- To adhere to all aspects of the Teachers' Professional Standards
- To be fully committed to ensuring the effective implementation of the school's Safeguarding and Child Protection Policy

Please note: job descriptions are subject to review and amendment in discussion with the post holder.

Specific tasks in addition to those of a Teacher:

As Head of Department with a Teaching and Learning Responsibility

To assist the Head of Faculty in the delivery of his or her role for negotiated tasks e.g. responsibility for a Department including responsibility for: key stages within your Department, for Quality Assurance, for the experience and outcomes for all students, with particular regard to disadvantaged, SEND and vulnerable students, for student behaviour for learning, for schemes of work, for work related learning relevant to your area, for curriculum development, resources and other negotiated areas of responsibility.

Purpose of the Job:

- To provide effective leadership and management of a Department building and maintaining an effective teaching team which continually enhances the quality of learning and achievement/progress.
- To Quality Assure the teaching in the Department and to take the initiative in identifying strategies to support consistency of practice
- To play a major role in the school's middle leadership and management, assisting your Head of Faculty in creating a vision, sense of purpose and pride in the Department and its work
- To ensure student progress is at least in line with national averages and make a positive contribution to the academy's overall attainment measures at KS4 and KS5.
- To ensure that courses are staffed and resourced effectively
- To ensure that staff teaching in your Department are fully briefed as to the requirements of the appropriate syllabuses
- To act as a Team Leader within the school's Appraisal Policy
- To identify and support the CPD needs of staff within your remit, in conjunction with the Head of Faculty
- To work individually and as part of a team
- To give and to seek advice and support within school policies
- To be familiar with and adhere to school policies and procedures
- To be familiar with and contribute to the Faculty Improvement Plan and faculty self-evaluation system
- To take an active part in mentoring trainees/ECT's/Teach First members of staff as required.

Teaching, Learning and Student Engagement

- To ensure consistency of practice within the Department
- Teaching in line with Department and school policies e.g. assessment, teaching and learning, self study and student behaviour
- Monitoring and evaluation of student progress against prior attainment for all areas covered by your Department



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- Contribute to raising the profile of your Department within the school, particularly with regards to recruitment to the sixth form.
- Responsibility for a classroom or teaching area and its impact on learning through, for example, display and the good organisation of learning resources
- Conducting Quality Assurance in line with the QA toolkit. Including, but not exclusive to, reviewing and evaluating teaching and learning in lessons and across schemes of work in your Department
- Working with the SEND, EAL and support staff teams (including prior discussion and planning) to maximise achievement within your Department.

Curricular/Departmental Development

- Accountable for the development and delivery of subjects within the Department.
- Lead curriculum developments for the Department
- Actively monitor and respond to curriculum development and initiatives at national, regional and local level
- Liaise with the Exams Officer and your Head of Faculty to maintain accreditation with the relevant examination and validating bodies
- Be responsible for the development of key skills in the subjects within your Department's remit, e.g. literacy, numeracy, oracy.
- Ensure that the development of the subject is in line with national/statutory expectations where relevant.

Resource/Information Management

- Manage the available resources of space, staff, money and equipment within the limits and guidelines and procedures laid down for deploying the Department budget
- Work with the Head of Faculty to ensure that the Department's teaching commitments are effectively time-tabled and roomed
- Ensure the maintenance of accurate and up-to-date information concerning the Department on the management information system, e.g. accurate class lists on Bromcom.
- Make use of analysis and evaluate performance data provided.
- Develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs
- Work with SENCO to ensure IEPs and PSPs are used to set subject-specific targets, and match curricular materials and approaches to pupils needs
- Ensure that the Department supports the school's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection, and Equalities Act.

Stock/Resources Budget

- Manage the Department stock, teaching resources and finances efficiently, and obtain best value for money
- Carry out stock disposal in accordance with Department and school policies
- Store resources in such a way as to enable quick and easy access by all staff (and pupils where appropriate).

Liaison/Communication

- Meet regularly and work with your Head of Faculty for professional support and develop effective departmental management
- Oversee and monitor the accuracy of exam entries and dates and work effectively with the Exams Officer and your Head of Faculty on this
- Act as the initial person for others to contact regarding all issues relating to the subject(s) within your Department
- Liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between schools and phases for all pupils
- Liaise with curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, Oracy, Careers.
- Inform staff about new developments and ideas related to the subject and the Department by means of a regular newsletter
- Set and minute Department meeting agendas and follow up on action points from those minutes



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- Develop subject information to parents/carers and students to recruit into KS4 and KS5 for your subjects.
- Provide helpful, professional and accurate responses to parent/carer enquiries.

Health and Safety

- Complete CPD via the National College as required for Health and Safety matters.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development – Personal

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available
- To engage with the Trusts Appraisal process (Cultivating Excellence Coaching model) and to maintain your own cultivating excellence log evaluating and improving your own practice through coaching.

Continuing Professional Development – Staff

- Where required, to assume the role of being a coach as part of the Cultivating Excellence appraisal programme and making use of, where appropriate, other sources of expertise, e.g. TLT trust support, outside training agencies, networking with TLT schools etc.
- Consider the expectations and needs of other members of staff, and in particular ensure that trainees and NQTs are appropriately monitored, supported and assessed.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities, which could include break/lunch duties, first aid, invigilation, chaperoning and minibus.

Signed: _____

Date: _____



HEAD OF DEPARTMENT PERSON SPECIFICATION

Relevant experience	Essential	Desirable	How evidenced
Relevant experience as a successful teacher in a secondary school	✓		A I
Up to date knowledge and understanding of teaching and learning strategies	✓		A I
Up to date knowledge of the National Curriculum and GCSE/GCE and public exam syllabus for the subject areas within your department (including a knowledge of Applied Generals or a willingness to learn about these qualifications)	✓		A I
Up to date knowledge of school systems to support students in their learning, e.g. SEND, Pastoral and Assessment systems in schools	✓		A I
Education and training	Essential	Desirable	How evidenced
Qualified Teacher Status or the credentials to gain QTS or to teach in the UK	✓		A
Degree in subject or related subject	✓		A
Evidence of a commitment to own professional development		✓	A
Specific skills	Essential	Desirable	How evidenced
Effective classroom practitioner	✓		A I R
The ability to work in partnership	✓		A I
Organisational and administrative skills	✓		A
Good written and oral skills	✓		A I
IT literate	✓		A
The ability to lead a team of colleagues	✓		A I
The ability to lead on curriculum and resource management	✓		A I
The ability to lead within a curriculum area	✓		A I
Working effectively as a personal tutor	✓		A I
Personal related skills	Essential	Desirable	How evidenced
Belief that barriers to learning can be overcome	✓		A I R
A commitment to professional standards	✓		A I R
A commitment to quality and continuous improvement	✓		A
The ability to work under pressure	✓		A
Confidentiality: awareness and judgement	✓		A I R
A team orientated approach	✓		A
Management experience in a school setting		✓	A R
Experience to call colleagues to account on professional standards within your department		✓	A I

A – Application form I – Interview R - Reference



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JOB DESCRIPTION - CLASSROOM TEACHER

Our motto is: Lord Grey Can. Our Core Values are: Determination, Ambition, Curiosity, Integrity and Civility. Our expectations are high and we believe that Lord Grey Can! It is expected that the post holder will carry out his/her responsibilities within this philosophy.

The job description defines the responsibilities of the post holder as being:

- under the reasonable direction of the Principal to carry out the professional duties of a school teacher
- to comply with "Health and Safety" at Work legislation
- all teaching staff must adhere to all aspects of the Teachers' Professional Standards
- a commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy
- job descriptions are subject to review and amendment

Classroom Teacher – Standard Responsibilities

Purpose of the Job

- To ensure student progress in the learning of Social Science subjects through good quality teaching
- To achieve positive outcomes for all students in public examinations, demonstrating a significant contribution to each student reaching their Target Grade
- To maximise progress for all classes taught by you

Teaching and Learning

- To teach Social Sciences at KS4/5.
- To teach in line with faculty and academy policies on e.g. assessment, teaching and learning, self study, student behaviour
- To contribute to learning opportunities within the formal and extended curriculum
- To ensure student progress against prior attainment, at least in line with national averages and progress targets
- To contribute to the profile of your teaching subject(s) within the Academy
- To be responsible for a classroom or teaching area and its impact on learning (e.g. through superb displays) and the organisation of learning resources for yourself and within your department
- To regularly review and evaluate teaching and learning in lessons and across schemes of work
- To enhance learning in your subject area(s) through use of Information and Communication Technology as a teaching and learning tool
- To involve parents/carers in behavioural issues in line with academy policies
- To ensure the effective and efficient deployment of classroom support
- To work as a member of designated teams and to contribute to the building of teams within the Academy
- To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

Continuous Professional Development (CPD)

- To take responsibility for personal CPD needs within the Academy's Appraisal framework
- To monitor the impact of CPD on your own teaching and learning
- To seek advice and support within Academy policies
- To be familiar with and contribute to the Academy Improvement Plan and Academy Self-Evaluation systems.

Curriculum and Assessment

- To plan appropriate and high support with high challenge lessons to meet the learning needs of all students including those of: the higher prior attaining, Looked After Children, of EAL and 'groups within groups' students and of those students with Special Education Needs or who are Pupil Premium
- To evaluate and review lesson plans
- To contribute to the planning of Subject Schemes of Learning
- To create and manage resources for the teaching of lessons



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- To assess students' work and progress against their prior attainment, progress in other subjects and against national norms in line with faculty and Academy policies
- To use assessment to inform curriculum planning, teaching and learning
- To assess accurately to help students meet their Target Grades
- To act on feedback from examination boards on the quality of marking, moderation and assessment
- To assess students' work accurately and regularly with good quality feedback on how to improve, given in a variety of ways
- To work within Academy curriculum policies on key themes e.g. Citizenship, British Values and the Prevent agenda
- To inform and involve parents in their children's learning in line with Academy policies and procedures.

Management Information and Its Use

- To maintain appropriate records and to provide relevant accurate and up-to-date information
- To complete the relevant documentation to assist in the tracking of students
- To track student progress, analyse data and use information to inform teaching and learning, on time and as per the Academy calendar of assessment, with all deadlines met on time.

External Communication

- To take part in Open Evening, Information Evenings, Parents' Evenings, Subject Teacher Meetings and liaison events with partner schools
- To contribute to the development of effective subject links and other links with external agencies
- To contribute to extra-curricular activities, and to support them with attendance, where possible.

Other

- To undertake Academy duties in line with Academy policies and procedures
- To cover lessons and registration sessions for absent colleagues in line with the Academy Cover Policy, based on the concept of rarely cover, and in exceptional circumstances
- To attend assemblies as required
- A commitment to ensure the effective implementation of the Academy's Safeguarding and Child Protection Policy
- To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- To undertake such duties as may from time to time be reasonably assigned by the Principal.

Form Tutor Responsibilities

- The post holder is expected to be a Form Tutor or Co-Tutor

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities, which could include break/lunch duties, first aid, invigilation, chaperoning and minibuses.

Signed: _____

Date: _____



PERSON SPECIFICATION - CLASSROOM TEACHER

Experience/Knowledge	Essential	Desirable	How evidenced
Qualified teacher status or the credentials to gain QTS or to teach in the UK	✓		A
Up to date knowledge and understanding of teaching and learning strategies	✓		A I
Up to date knowledge of the national curriculum and public exam syllabuses Social Sciences (Criminology, Psychology, Sociology)	✓		A I
Up to date knowledge of school systems to support students in their learning, e.g. SEN, pastoral and assessment systems in schools	✓		A I
Skills and Abilities	Essential	Desirable	How evidenced
An effective classroom practitioner	✓		A I R
The ability to work in partnership	✓		A I
Organisational and administrative skills	✓		A
Good written and oral skills	✓		A I
IT literate	✓		A
Personal Job Related Skills	Essential	Desirable	How evidenced
Belief that barriers to learning can be overcome	✓		A I R
A commitment to professional standards	✓		A I R
A commitment to quality and continuous improvement	✓		A
The ability to work under pressure	✓		A
Confidentiality: awareness and sound judgement	✓		A I R
A team orientated approach	✓		A
A commitment to equal opportunities, all aspects of the Equality Act and to narrowing the gap on inequality	✓		A I
A commitment to follow all of the Academy's Health and Safety requirements	✓		A I
A commitment to ensure the effective implementation of the Academy's Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R - Reference