SHIRELAND
COLLEGIATE ACADEMY TRUST

JOB DESCRIPTION

Post title	Head of Social Sciences	**Reporting to**	SLT
Location	Shireland Biomedical UTC	**Grade**	TMS/UPS plus TLR2.2/2b
Contract type	Permanent	**Hours of work**	Full Time

Job Purpose:

- To provide outstanding leadership across the social science subjects so that teaching and learning are consistently outstanding.
- To ensure that all young people make at least expected progress and that ambitious targets for student performance are met in all Key Stages.
- To continue to develop an innovative and progressive curriculum across the Social Science subjects, including delivery through the Focus Days programme.
- To robustly performance manage subject leads, teachers, and support staff across the subject areas so that ambitious targets are met.

Key Responsibilities:

- To lead the successful delivery of social sciences [Psychology, Sociology, Health & Social care, Childcare and other relevant subjects] across the academy.
- To inspire and enthuse members of the team, with a clear vision for the future direction of all Social Science subjects.
- To undertake regular audits and quality assurance checks to ensure that the highest standards are achieved in all aspects.
- To safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons.
- Lead the development of schemes of work so that every young person makes outstanding progress in their learning.
- To keep up to date with subject development, to take part in, and where appropriate lead, relevant CPD for this purpose, disseminating to other staff where appropriate.
- To lead the department and subjects' strategic planning and self-evaluation processes.
- To provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate in collaboration with the subject leads.
- To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership.

- To complete all administrative tasks in a timely and accurate manner.
- To ensure that appropriate arrangements are made for examination entries and statutory requirements in collaboration with subject leads.
- To contribute to wider whole-school policy making as appropriate.
- To contribute to Trust Subject Network meetings as appropriate.
- To provide guidance and lead on the BCU sixth form pathways.

Curriculum Management to include:

- To make sure that teaching and learning meet the needs of all students, including those with additional needs and Pupil Premium students.
- To maintain up-to-date knowledge of new initiatives and incorporate elements into all the subjects as appropriate.
- To incorporate assessment into all aspects of curriculum planning.

Financial Management:

- To be responsible for the completion of the Raising Attainment Plan across all social science subjects so that the subjects are appropriately and effectively resourced.
- To oversee individual subject budgets as appropriate.
- To ensure that the use of financial resources has a clear impact on improving student outcomes.

General Administration:

- To provide appropriate, accurate and timely management information to enable continuous evaluation of performance.
- To check that information required by various external bodies is produced within the given timescale and is of excellent quality.
- To design and implement departmental policies that complement academy procedures.

Accountability Key Performance Indicators:

- To ensure that all teaching is consistently strong or better.
- To meet targets at KS4 and KS5 in relation to student performance.

Pastoral:

- To act as a tutor for students.
- Management and monitoring attendance of students in their form.
- Contact with parents when necessary.
- Management of attendance within their form.
- To support as effectively as possible the academic and pastoral needs of each student in tutor group.
- To be aware of Child Protection issues and to report concerns where they arise.
- To treat all students equally regardless of religion, ethnicity or gender but to be mindful of the different needs, values and beliefs of different groups.

The Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred List being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction, caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with the job role.

Amendments

This job description may be subject to review and/or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.