

**JOB DESCRIPTION: HEAD OF SOCIAL SCIENCES**

*www.gov.uk/government/publications/teachers-standards*

**NAME:**

**POST: HEAD OF SOCIAL SCIENCES**

**SALARY:** TLR 2b

**ACCOUNTABLILITY:** All staff work under the reasonable direction of the Headteacher and Leadership Team with delegated responsibility.

Accountable to: Assistant Headteacher (Sixth Form)

**Purpose of Post:**

To lead, support, hold accountable and develop all areas of Social Sciences to ensure high standards of teaching and learning and support the well-being of staff and pupils. To take all reasonable measures to ensure that outstanding outcomes are achieved in all areas.

**PART ONE**

You are required to carry out the duties of a School Teacher as set out in the “Mainscale Job Description” document: *Staff / Teachers / Job Descriptions*

**PART TWO**

**Specific responsibilities for which he/she is accountable:**

1. to lead, monitor and hold to account all staff within Social Sciences using a clearly and appropriately devised Faculty Improvement Plan (FIP) to ensure accountability for all stakeholders.
2. to mentor and develop teachers within Social Sciences as appropriate and to promote opportunities for staff development.
3. To be responsible for the financial management of the dept budget, involving accurate forward planning.
4. to fully understand and plan for the GCSE’s and A Level courses from September 2017 onwards
5. to lead the collaborative planning of schemes of work in relation to the Secondary Strategy across all key stages and the new GCSE specifications.
6. to be aware of new and existing vocational courses for KS4 and 5, that might complement existing courses.
7. to monitor and evaluate and evidence continuity and progression through schemes of work and teaching and learning across all key stages, ensuring all learners are supported and challenged appropriately.
8. to be accountable for assessment at Key Stage 3, 4 and 5. To ensure this is embedded within the FIP and is monitored through regular work trawls to ensure consistency.
9. to organise opportunities to moderate students’ work and to coordinate all assessment resources. (All KS)
10. to liaise closely with the Examinations Officer regarding assessment dates and requirements and communicate this to staff within the faculty.
11. to develop and devise a Faculty Improvement Plan which positively reflects the School Improvement Plan and actively involves all subject teachers in its implementation.
12. to continue the development of Social Sciences so that there is increased uptake, interest & enthusiasm at key stages 4 & 5.
13. to monitor and evaluate the annual review of the standards of leadership, teaching and learning in the subject area, consistent with the procedures in the school self evaluation policy.
14. to support staff in the active implementation of the school’s behaviour and equal opportunities policy.
15. to advise the SLT about matters pertaining to areas of responsibility.
16. to attend relevant meetings inside and outside school.

***All jobs are subject to change and this job description may be reviewed annually or at any other mutually convenient time.***