**Job Description and Person Specification**

**Job details**

Job title: Head of Social Sciences Faculty

Reporting to: Assistant Headteacher

Grade: MPS or UPS plus TLR 1(b)

Contract status: Permanent

Start Date: 1st September 2021

**Job description**

## Introduction:

This job description should be read in conjunction with the current School Teachers’ Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school’s Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council’s Stress at Work Policy and the Dignity at Work Policy.

### General Duties:

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document currently in operation, or any subsequent legislation. Specifically for the year 2021/22:

**Teaching:**

* Expected to teach one subject discipline to A-level standard

#### Pastoral:

#### Form tutor

**Aim and Purpose of the role:**

* To be responsible for the provision of high quality education with the Social Sciences Faculty – Psychology, Sociology, RE, Extended Project, PHSE and Careers Education.
* To set the strategic vision for the development of the subjects taught within the faculty.
* To lead, manage and work with the staff who hold responsibility for each subject within the Social Sciences Faculty.
* To work with the SLT link with responsibility for the Social Sciences Faculty.
* To ensure students make excellent progress from their entry points.

**The role will include:**

* To monitor the quality of teaching within the Faculty.
* To oversee the curriculum and ensure the provision is suitable and balanced.
* To complete data analysis on progress reviews and present findings to the Assistant Headteacher.
* To use assessment data to inform an analysis of individual student progress, collective progress across subjects and key groups and each year group as a whole.
* To plan and take appropriate action resulting from progress review analysis.
* To identify any underachievement with a view to establishing and coordinating improvement strategies.
* To monitor the effectiveness of improvement strategies and liaise directly with the Assistant Headteacher.
* To liaise with key staff, for example the Assistant Headteachers, SENDCO and the Exams Manager regarding achievement and exam support.
* To ensure the effective operation of the self-evaluation and planning/improvement cycle.

**Operational / Strategic Planning:**

* To take overall responsibility for the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the departments.
* To take overall responsibility for the day-to-day management, control and operation of course provision with the departments, including effective deployment of staff and physical resources.
* To actively monitor and follow up student progress.
* To implement School Policies and Procedures, e.g. Assessment, Literacy, Health and Safety.
* To work with colleagues in the relevant departments to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and plans of the School.
* To take overall responsibility for the business planning function of the departments, and to ensure that the planning activities of the departments reflect the needs of the students within the subject areas, the school development plan, the departmental development plans and the aims and objectives of the School.
* To ensure that the work in the curriculum areas fully reflects the School’s distinctive ethos and mission.
* In accordance with whole-school ICT policy, to take overall responsibility for the application of ICT in the subjects.
* To work with Heads of Departments to ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Departments are in line with national requirements and are updated where necessary.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

**General:**

* You will be expected to carry out the professional duties of a teacher as outlined in the School Teacher’s Pay and Conditions document currently in operation, or any subsequent legislation.
* Take part in the school’s appraisal system.
* Enhanced DBS check.
* Strong commitment to furthering equalities in both service delivery and employment practice.
* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with and be fully compliant with the school’s safeguarding policy.
* Play a full part in the life of the school community, supporting its distinctive ethos and representing the school in a professional and positive light at all times and to all stakeholders.
* Comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

**Head of Social Sciences Faculty: Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| 1. Graduate | 🗸 |  |
| 2. Evidence of recent and relevant continued professional development | 🗸 |  |
| 3. Outstanding classroom practitioner | 🗸 |  |
| 4. Ability to teach first subject to A-Level | 🗸 |  |
| 5. Be able to articulate a vision for the Social Sciences Faculty at Burford School | 🗸 |  |
| 6.Understand the education landscape nationally for the subjects within the Faculty | 🗸 |  |
| 7. Leadership ability – both operational and strategic | 🗸 |  |
| 8. The ability to motivate others. | 🗸 |  |
| 9. Understand and use data to improve outcomes | 🗸 |  |
| 10. Have a working knowledge and understanding of the curriculum content and design | 🗸 |  |
| 11. Capacity for hard work. | 🗸 |  |
| 12. Commitment to the challenging of underachievement in any and all areas | 🗸 |  |
| 13. Willingness and ability to adapt. | 🗸 |  |
| 14. A team player | 🗸 |  |
| 15. Enhanced DBS Check | 🗸 |  |