



# Rushcliffe School

**Giving everyone the chance to shine brightly**



## Job Description

### Head of Social Sciences Faculty

*Main scale + TLR 1C £8,069*

Permanent/Full Time

**Responsible to Vice Principal**

#### **Safeguarding:**

Rushcliffe School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

#### **Responsibilities**

This post holder will lead the Social Sciences faculty which, from September 2021, will include: business, enterprise, economics, health & social care, psychology and sociology.

The key responsibilities are:

- To lead strategies which maximise achievement of all pupils in Social Sciences
- To lead the head of business/economics and head of psychology/sociology
- To keep the SLT link fully informed on all aspects of developments in the teaching of Social Sciences
- To quality assure Social Sciences provision.
- To be responsible for the implementation and development of the Social Sciences curricula and, working with the heads of department, lead the development of schemes of learning.
- To co-ordinate the preparation and development of all resources and teaching material required by the faculty, including worksheets, supporting material, extension material, tests, homework task and projects where appropriate.

- To liaise with the SLT link regarding the delivery of curriculum initiatives in Social Sciences
- To liaise with teaching staff to keep them informed of all curriculum developments and to advise on schemes of learning and teaching methods.
- To ensure that the curriculum in the department is implemented in accordance with the agreed faculty policy and in line with the values of the school.
- Work to the budgets determined by the school to resource courses and equip teaching areas.
- To be responsible for the maintaining a system of stock and equipment control within the department and for ensuring that Health and Safety regulations are observed.
- To be responsible for ensuring that all Social Sciences rooms are correctly managed and maintained.
- To be responsible for the general appearance of the faculty's facilities.
- To manage assessment recording and reporting for the subject.
- To check departmental reports to parents.
- To have responsibility for the management and behaviour in line with school expectations of pupils when in the department.
- To under take other reasonable duties with regard to the education of pupil as required by the Principal.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

## Person Specification

Relevant Experience	<ul style="list-style-type: none"> <li>▪ Successful outcomes when teaching Social Sciences across the age and ability range.</li> <li>▪ Successful experience of curriculum development; team leadership and development planning.</li> <li>▪ Successful experience of delivering INSET to staff and supporting the development of others.</li> <li>▪ Experience in using ICT to support pupils' learning.</li> <li>▪ Evidence of continued professional development.</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>▪ Proven leadership experience</li> <li>▪ High level organisational skills</li> <li>▪ An ability to enthuse, inspire, to get the best out of pupils and staff.</li> <li>▪ A vision of Social Sciences as a vibrant and successful curriculum area</li> <li>▪ An ability to work under pressure</li> <li>▪ High level communication skills</li> <li>▪ An ability to initiate, promote and monitor change.</li> <li>▪ High level administration abilities.</li> <li>▪ Determination and energy.</li> </ul>
Specialist Skills and Knowledge	<ul style="list-style-type: none"> <li>▪ Ability to bring new perspectives to the development of Social Sciences in the school.</li> <li>▪ Know how Social Sciences can be differentiated to support success for all.</li> <li>▪ Know how to plan for progression and how assessment can support pupils in achieving the highest possible outcomes.</li> <li>▪ Know how efficient transition progression can be facilitated.</li> <li>▪ Competence in the areas identified in National Professional Qualification of Subject Leadership.</li> <li>▪ Know how to delegate effectively.</li> <li>▪ Know how literacy across the curriculum can be facilitated.</li> </ul>
Additional factor	<ul style="list-style-type: none"> <li>▪ Be committed to equal opportunities.</li> <li>▪ Be willing to lead extra-curricular activities</li> <li>▪ Have the potential for professional development and future promotion.</li> </ul>