

Job Description

Position: Head of Social Sciences and PSHE

Responsible to: Assistant Principal / Principal

Responsible for: Specialist Subject Department

Grade: M1 – UPS3 + TLR 2A

About the Cabot Learning Federation

The Cabot Learning Federation is a diverse Multi-Academy Trust (MAT) in the South West. We currently sponsor eight secondary academies, nine primary academies, an all through provision, a studio school, a discrete Post 16 provision and an alternative provision which consists of one primary and three secondary phases. CLF is an Equal Opportunity Employer. The trust is proud to serve a diverse student population and their communities. We actively encourage applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. We are proud to be part of a vibrant community and celebrate the richness of cultures, faiths and backgrounds of our students. We aim to develop a curriculum that is responsive to our pupils needs and reflects their diverse interests and backgrounds.

Hanham Woods Academy is part of the Cabot Learning Federation and is one of the most improved Academies in the South West, providing an excellent education to over 800 students. The Academy has a growing reputation both locally and regionally. Whilst we appreciate the unique setting in which the Academy is placed, we work hard to challenge students from a variety of backgrounds to be the best they can be in all areas of life. The Academy was judged 'Good' by Ofsted in November 2019, noting that 'Pupils are proud of their school' and 'They feel safe'. The Academy continues its improvement journey, being over-subscribed in a number of Year Groups. Our students are excited to learn, are increasingly successful in reaching their potential and are real ambassadors for our community. Staff are hard working and supportive, and leaders consider carefully the wellbeing of colleagues.

Job Summary

Teachers support a designated cohort of students to make progress in their learning, engagement, core literacy, language and numeracy skills, and social development. This is achieved through taking responsibility for the learning of students - planning, delivering, facilitating and assessing their learning whilst showing ambition to develop as an outstanding teacher and leader. They will plan and deliver sessions and interventions, and provide a point of accountability, co-ordination and liaison for the students in their attendance, for their families and for professionals working with them. They will work towards typically good and outstanding lessons that achieve good student progress over time. This will be actioned by taking an active role in supporting the Academy's high expectations of student behaviour and attitudes towards learning.

Primary Duties and Responsibilities

Relationships

- Lead on curriculum in your area.
- To plan and teach students according to their educational needs, including the setting and marking of work to be carried out by the students in the Academy and elsewhere.
- To use a variety of delivery methods, which will stimulate learning that is appropriate to student needs and demands of the syllabus.
- Work effectively with other departmental teachers.

- Develop students' study skills and enthusiasm and help them to exceed expectations and targets.
- Report on students' progress to parents/carers and other appropriate parties in line with Academy guidelines.
- Set and reinforce high expectations for students' achievement, behaviour and attitude and promoting high aspirations, self-control and independence.
- Work collaboratively with teaching assistants and other adults to enhance students' learning.
- Work with colleagues to develop links with other Academies, educational establishments and the wider community including business and industry, in order to enhance teaching and learning and students' personal development.
- To work with the Principal, Academy Councillors, staff and others to ensure that the vision, aims and objectives of the Academy are realised by means that are appropriate, effective, efficient and consistent with the Academy's ethos and national and local regulations.

People Management

- Actively seek student voice/feedback to raise standards.
- Manage student behaviour in accordance with Academy policy to ensure a constructive learning environment.
- Monitor and evaluate students' progress and responses to learning activities through observation and recording achievement.
- To actively engage in the Performance Management Review process.

Resource Management

- Organise and manage teaching and learning time effectively.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required.
- Take account of the diversity of the student cohort to help students make good progress.
- Select and prepare resources, and plan for their safe and effective organisation, taking account of students' interests and their language and cultural backgrounds.
- Incorporate the use of ICT appropriately and effectively within lesson planning and teaching.
- Plan and deliver exciting and engaging lessons that will enable students to achieve.

Decision Making

- Understand and implement the requirements of the National Curriculum, as interpreted by the department.
- To undertake the daily duties of a form tutor in the monitoring of each student's lesson scores, keeping students behind after school, attendance at assembly, chasing absence notes, monitoring students' equipment and uniform.
- Make appropriate use of a range of monitoring and assessment strategies to evaluate students' progress towards planned and learning objectives and use this information to improve planning and teaching.
- Implement appropriate intervention strategies for students in their lessons.
- Participate in processes that assist the Principal in determining and organising the curriculum in line with local and national requirements and the Academy ethos.

Work Demands

- Increase the standard of achievement of all students, ensuring student attainment is at least in line with Academy targets.

- Recognise, value and support the delivery of those programmes which extend beyond the confines of formal timetable and that seek to enrich and add value to the learning of students.
- Play an active role in raising literacy, numeracy and levels of ICT competence.
- Engage fully with the Academy's performance management system.
- Attend all relevant meetings.
- Contribute fully to the Academy's self-evaluation.
- Be able to think on your feet and use own initiative to deal quickly and effectively with unforeseen changes and situations as they arise.
- Promote good student behaviour, deal promptly with conflict and incidents in line with Academy policy and encourage students to take responsibility for their own behaviour.

Physical Demands

- Normal physical effort required.

Working Conditions

- Contribute to an excellent working environment within the department
- Ensure an environment and methods of working which secure safe, effective learning appropriate to the individual needs of all students and which promote high standards of achievement, behaviour and discipline.
- Work is mainly based within the Academy.
- Be responsible for the organisation, setting out, clearing away and care of learning resources as well as ensuring the classroom is left in good order to create purposeful and attractive learning environment.

Accountability

You are accountable to the Principal and will report to The Principal as appropriate. You are expected to set the highest personal standards of performance for yourself, and with the support of your line manager, you are responsible for ensuring your own learning and development by way of work-based and /or other methods of study. Success will be measured through: Performance achievement of individual targets within the annual Appraisal process.

General notes

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including references from current and previous employers, health, right to work in the UK, an enhanced DBS check and a further check against the appropriate barred list. This role involves working with children on a daily basis and is therefore in regulated activity.

General Expectations

Behaviour Expectations

- Establish **H**igh expectations for all that we seek to achieve.
- Create **E**quity of opportunity, removing disadvantage.
- Champion the success and life chances of **A**ll children.
- Furnish pupils and staff with the **R**esilience to succeed as lifelong learners.
- Promote **T**olerance and respect for ourselves, our communities and our environment.

Expectations of Jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual as well as individual academy policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Signed:

Name:

Date: