

Job Outline - Head of Social Sciences

Job Purpose

To monitor and maintain high standards of student attainment and progress within the Social Sciences department and to monitor and support student achievement.

Key Responsibilities

- Be accountable for student progress and development within the department.
- Be innovative in your own teaching and to develop and enhance the teaching practice of others.
- Take a lead in planning collaboratively with colleagues in order to promote effective practice.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Local Governance Committee and Headteacher.
- Be accountable for leading, managing and developing subjects within the department.
- Effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Operational/ Strategic Planning

- Lead the development of appropriate syllabuses, resources, schemes of work and teaching and learning strategies in the department which reflect the school's commitment to high achievement through effective teaching and learning.
- The day-to-day management, control and operation of course provision within the department, including effective deployment of staff, budget and physical resources.
- To monitor and follow up student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Return to Work interviews etc.
- To formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To work alongside the Faculty Leader to lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students within the department, the School Improvement Plan/Department Improvement Plan and the aims and objectives of the school.
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

Curriculum Provision

- To liaise with the Faculty Leader Line Manager to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.

Curriculum Development

- To keep up-to-date with national developments in subject areas and teaching practice and methodology.
- To monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To identify and explore links within and between subjects/curriculum areas.

Teaching & Learning

- Ensure continuity and progression by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the School Improvement Plan.
- Evaluate the teaching in the department by the monitoring of student outcomes and through work analysis, identify effective practice and areas for improvement and take appropriate action to improve further the quality of teaching.
- Monitor achievement and progress across the department to ensure that underachieving students are identified and appropriate intervention is implemented.
- To be a role model in setting and establishing the standards expected in teaching and learning in line with the School Improvement Plan including the development of active learning styles.

Staffing, Staff Development, Recruitment/ Deployment of Staff

- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for staff within the department.
- To ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- Demonstrate an ability to advise and support other teachers.
- Provide clear feedback, good support and sound advice to others.
- Help others to evaluate the impact of their teaching on raising students' achievement.
- To establish the process of the setting of targets within the department and to work towards their achievement.

Quality Assurance

- To establish and quality assure common standards of practice within the department including report data and assessment and develop the effectiveness of teaching and learning styles.
- To contribute to the school procedures for lesson observation.
- To monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria.

Management Information

- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.

Communications

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with stakeholders.
- To represent the department's views and interests.
- Ensure that the Senior Leadership Team and Governors are well informed about policies, plans, priorities and targets and that these are properly incorporated into the Department and School Improvement Plan.

Marketing and Liaison

- To contribute to the school's liaison and marketing activities, e.g. the collection of material for press releases and newsletter.
- To contribute to the development of effective subject links with partner schools and the community, attending where necessary events in partner schools and effectively promoting subjects at Open Mornings/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Pastoral System

- To monitor students' progress and performance in relation to targets set ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To support the learning culture and ethos of the school.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post-holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and will be reviewed annually.