



Saint Ambrose College

Head of Social Sciences

Job Description

(Please also see the separate Person Specification)

An enthusiastic Head of Social Sciences is required to lead our Business Studies, Economics and Politics subjects. The successful candidate will have a love of the subjects and be able to deliver high quality, engaging lessons which will inspire and challenge students. A willingness to contribute to the wider life of the college through involvement in extra-curricular activities is essential.

Overview

- Leading, by example, the teaching undertaken within the department and to instill, wherever possible a love of Social Sciences.
- Responsibility for all aspects pertaining to the smooth running of the department.
- Responsibility for dealing with the day-to-day departmental administration and documentation.
- Overseeing the execution of the schemes of work and specifications used in the department. This includes regularly evaluating and modifying them in light of new approaches, changes syllabi and national and college policies.
- Ensuring schemes of work for all year groups show challenge, breadth, a variety of teaching and learning strategies, assessment and sequencing.
- The implementation of new curriculum developments as agreed with SLT.
- In liaison with the SENCO, ensure that all staff in the faculty are differentiating work to meet the needs of individual students.
- Ensuring that good records are kept illustrating the progression of each student within the department and relevant intervention is put in place where necessary.
- Liaising with parents over issues relating to the subject.
- Supporting teachers, ECTs, and trainee-teachers and evaluating their teaching performance.
- Supporting all members of the faculty in following the college behaviour policy.
- Acting as line-manager for all teaching staff within the department.
- Responsibility for designing, resourcing, evaluating and monitoring the work of the department.
- Liaising with all members of the department including organising and chairing departmental meetings as required.
- Making recommendations regarding the division of teaching within the department, after discussion with those involved, to the Principal and Senior Leadership Team.
- Attending relevant INSET courses and meetings and encouraging departmental members to do so.
- Responsibility for identifying and responding to CPD needs of the department.
- Setting and reviewing appropriate appraisal targets for all members of the faculty.
- Responsibility for the departmental DSEF / DIP.
- To maintain constant awareness of the developments in Social Sciences.
- Ensuring that internal examinations are produced on time, and that the papers used are suitable for the ability of the students.
- Management of the annual departmental capitation allowance, whilst observing the need to manage resources efficiently and effectively.

	<ul style="list-style-type: none"> • Overseeing the organisation, stock control, distribution and sharing of resources of the department. • Being aware of all Health & Safety issues relating to the Department and to exercise due regard to current Health & Safety regulations. • Responsibility for the regular updating of the Departmental Handbook. • Disseminating material and information to members of the department. • Ensuring the continued development of the use and provision of ICT within the department. • Overseeing the arrangements for visits to places of educational interest related to the subject. • Commitment to enrichment opportunities relating to the department. • Preparing the faculty for Ofsted inspections. • Carrying out quality assurance including lesson observations, learning walks, work sampling and student voice in line with the College Quality Assurance calendar. • Attending Faculty Leadership Group Meetings and disseminating relevant information to colleagues within the department. • Preparing work for absent departmental colleagues who have been unable to do so. • To pay due regard to the Staff Handbook and to support College policies as approved. • To undertake the role of Form Tutor and support the pastoral system within the college. • Have a love of the subject and a commitment to inspiring the skills needed to be a confident, independent learner. • In addition to these responsibilities, the Head of Department should also undertake those duties normally expected of all teachers at St Ambrose College. These include: <ul style="list-style-type: none"> ○ To teach a timetable as allocated. ○ To set, record and mark homework as designated. ○ To give written reports on the progress of students throughout the year as requested by the Principal. ○ To attend parents' evenings and any other occasion sanctioned by the College, e.g. Options Evenings, New Parents' Evening, Open Days, Awards Evening, etc. ○ To promote the development of each pupils spiritual, moral, social and cultural welfare. ○ To uphold the Catholic ethos of the College and to support the application of the Eight Essentials of Edmund Rice. ○ To pay due regard to the Staff Handbook and to support College policies as approved. ○ To support the daily life of St Ambrose College. ○ In addition, to undertake any other relevant duties reasonably requested by the Principal.
Responsible for:	<ul style="list-style-type: none"> • Making the college Mission Statement a reality. • Ensuring consistently high-standards in overall professionalism.
Pastoral Care	<ul style="list-style-type: none"> • Work with SLT and the wider pastoral staff/teams to ensure the safety and wellbeing of all students within your tutor groups. • Follow all safeguarding protocols as outlined in the annual Safeguarding training & Keeping Children Safe in Education. • Discuss problems faced by a student, or created by a student, and to implement appropriate responses or referrals where necessary. • Work alongside others in the college to provide enrichment opportunities for students within your tutor and teaching groups. • Liaise with external agencies and stakeholders as required to ensure students are well supported and can thrive at St. Ambrose College.

	<ul style="list-style-type: none"> • Build positive and professional relationships with students, parents and carers, ensuring all are informed of: uniform, equipment, progress, behaviour, attendance, punctuality and wellbeing concerns. • To apply college policies relevant to the role.
Ethos	<ul style="list-style-type: none"> • Availing of opportunities to engage and support students with the Edmund Rice Network including opportunities to collaborate with Edmund Rice schools in England and abroad. • Role model the expected values and standards of the school. • Take a leading role in College life to support the St. Ambrose College Mission Statement and Eight Essentials of Edmund Rice. • To promote the development of each pupil's spiritual, moral, social and cultural welfare. • To contribute to the department's enrichment of extra-curricular opportunities for students.
Other/General	<ul style="list-style-type: none"> • To support the daily life of St Ambrose College. • Ensure you uphold the teaching standards. • Be pro-active in responding and reporting any issues as they arise with students. • <i>Encourage the development of competition, extra-curricular activities.</i> • Actively promote and support the mental health and wellbeing of all students. • The above list is not exhaustive and all staff are also expected to undertake any other reasonable duties requested by the Principal.