



# **WOODBRIDGE HIGH SCHOOL**

## **HEAD OF SOCIAL SCIENCES TLR 1a + OLA**

### **JOB DESCRIPTION**

#### **Responsible to: Member of the Leadership Group**

**Purpose:** To carry out the functions of a teacher at Woodbridge High School in accordance with the stated aims and objectives of the school and the department. These include the following list of duties and responsibilities and any other duties as may reasonably be expected.

These responsibilities must be carried out in conjunction with the duties of teachers as set out in Part XI of the annual Teachers' Pay and Conditions Document.

1. To manage the staff and resources of the curriculum area with the purpose of providing the most efficient and effective learning opportunities for all pupils within the school
2. To provide, implement and monitor appropriate development plans
3. To develop, in consultation with other staff, as appropriate, relevant courses which stimulate student interest and involvement in learning and are appropriate to their needs
4. To provide opportunities for all students to fully develop their skills and interest both within the classroom and through a range of extra-curricular activities, as appropriate.
5. To evaluate the effectiveness of courses and oversee assessment procedures in accordance with school procedures, ensuring that assessment is regular and full records of work, assessments and lesson plans are kept by all staff and the relevant departments.
6. To monitor, and be responsible for, the teaching staff of the relevant departments and their teaching activities.
7. To prepare and review modules, schemes of work and policy to be issued to all staff in the relevant departments and made available to other departments, Leadership Group, Governors, parents and Inspectors. To ensure that policies are implemented within the curriculum areas.
8. To ensure that records of student progress are maintained and that those unlikely to qualify, or be suitable for examination entry, are identified
9. To develop collaborative work with other subjects as appropriate
10. To prepare departmental contributions to school handbooks and attend recruitment events, as appropriate.

11. To convene and chair meetings of staff, when appropriate, in accordance with the school calendar and encourage the involvement of all staff in the development of procedures and policy
12. To deploy staff in teaching programmes and divide students into teaching groups in accordance with school policy.
13. To monitor expenditure and keep within budget.
14. To encourage staff development through effective and appropriate delegation and INSET. To attend INSET meetings organised by the Borough as appropriate.
15. To ensure that students and staff are aware of procedures in relations to Health and Safety issues within the department
16. To monitor as far as is reasonable, within one's knowledge and expertise, the relevant departmental areas, furniture and resources for safety and necessary maintenance. To enhance the learning environment through the effective display of students' work and other materials.
17. To organise internal examinations and liaise with the Examinations Officer on the organisation of external tests and exams
18. To implement school policies including promoting the use of Information and Communication Technology.
19. To follow school procedures in the support of staff in dealing with discipline problems liaising with other staff including group tutors and year co-ordinators.
20. To maintain the departmental handbook in accordance with school guidelines.
21. To encourage activities outside the school's formal timetable involving, where appropriate, other staff and other schools.
22. To carry out duties defined in the Core Job Description attached.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.



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## **HEAD OF SOCIAL SCIENCES**

### **SELECTION CRITERIA**

#### **1. Education & Training**

- Qualified teacher status
- Evidence of further study or training
- Good Honours graduate

#### **2. Experience**

- Experience of working in a promoted post within either Psychology or Sociology
- Experience of working in a mixed, multi-ethnic comprehensive school
- Experience of teaching at KS4 & 5 preferably including A Level

#### **3. Abilities**

- The ability to plan, develop, review and evaluate challenging and motivating courses
- The ability to initiate and implement strategies for raising standards of achievement in Social Sciences for pupils of all abilities
- The ability to work to and meet deadlines
- The ability to manage and motivate staff and to work in co-operation with others
- The ability to deliver INSET to colleagues

#### **4. Other requirements**

- A commitment to teaching in a mixed multi-ethnic comprehensive school and to vocational and academic education
- A commitment to promoting pupil achievement through a variety of extra-curricular activities.
- A good record of health and attendance.
- A willingness to attend occasional evening meetings and out of school activities.