T**HE HOWARD PARTNERSHIP TRUST**

***‘Bringing out the Best’***

**OXTED SCHOOL**

**JOB PROFILE – HEAD OF SOCIOLOGY**

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| **Job Title:** | Head of Sociology |
| **Reporting to:** | Head of Social Sciences |
| **Salary:** | MRP/UPR plus TLR 2a |
| **Start date:** | 1 January 2021 |
| **Job Purpose:** | To work with and assist the Head of Faculty on the key accountabilities below: * To ensure that all staff within the department provide inspirational high-quality Teaching and Learning that supports students in making accelerated progress.
* To provide inspirational leadership and develop a high performing team which delivers outstanding outcomes for students
* To lead and promote activities that support the improvement priorities of the school
* To consistently maintain and model the Teacher Standards
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| **Key accountabilities** |  |
| **Strategic Leadership** | **Teaching and Managing Student Learning** | **Assessment and Evaluation** | **Professional Development** | **Communication** |
| * To develop, promote and monitor whole school policies and procedures with specific responsibility for improving the quality of teaching and learning within the faculty
* To audit and plan the curriculum provision and enrichment within the faculty
* To identify areas for improvement within the faculty and contribute to whole-school self-evaluation and improvement planning
* To set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets
* To contribute to the appointment of staff to the faculty
* To deploy teaching and support staff within the faculty.
* To carry out Performance Management in line with whole school procedures
* To manage a budget and oversee effective allocation of material resources within the faculty
 | * To ensure that teaching and learning within the faculty is of a consistently high standard and provides challenge and engagement
* To create, review and update effective schemes of work for all key stages which support the highest quality teaching and enable progression for all students
* To support the Head of Faculty observing and analysing classroom practice, offering targeted support when necessary in line with whole school Quality Assurance procedures
* To develop students’ communication, literacy and numeracy skills
* To keep abreast of new curriculum thinking (including KS2) and examination specifications
* To promote the use of the VLE and extra-curricular opportunities to extend learning beyond the classroom
* To manage student behaviour, sanctions and rewards within the faculty in line with school policy
 | * To establish and implement clear practices for assessing, recording and reporting on student progress in line with school policy
* To lead the implementation of intervention strategies to ensure outstanding progress for all students
 | * To role model outstanding classroom practice
* To inspire and motivate staff within the faculty and develop a cohesive team
* To promote collaborative working within the faculty, with other subject areas and other THPT schools
* To provide subject specific Professional Development opportunities which develop pedagogy and have impact in the classroom
* To take responsibility for your own Professional Development through engagement in internal and external training.
* To read widely, and keep abreast of national developments in education.
 | * To attend regular line management meetings with the Faculty line manager
* To support the Head of Faculty in the organisation of meetings ensuring the focus is on the improvement of Teaching and Learning
* To establish effective communication with parents / carers
* To develop lines of communication between feeder schools and faculty staff to ensure continuity and progression.
* To attend parent / information evenings in line with role
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| **Subject Specific Information** |
| The Faculty of Social Sciences comprises seven subjects: Business Studies, Economics, Psychology, Sociology, Travel & Tourism, Child Development and Health & Social Care. There are currently 5 full-time teachers plus 4 part-time teachers in the faculty. There is a common policy with regard to the organisation and presentation of work, setting of students, standards of marking and homework. By working together we hope to strengthen each subject, and enable students to appreciate the elements we have in common. It is not unusual for A Level students to choose at least two of our subjects to study. The Sociology department is well stocked with resources and the recently refurbished classroom has an interactive whiteboard. A variety of software is available on the school IT network. In addition to the classroom there is an office for staff close by. Sociology is a popular KS5 subject with students and we often have at two classes for both Year 1 and Year 2. We study the AQA course (AQA 7192). Schemes of work have been successfully developed and delivered for many years. These are all available on the shared IT resources drive. There is scope to re-introduce sociology at KS4 as it has been a popular option subject in the past. |

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| **Additional Information** |
| * Please see our website www.oxtedschool.org for more information about our school.
* NQTs will have a reduced timetable
* The majority of staff will be form tutors

For more information about The Howard Partnership Trust (www.thehowardpartnership.org) |

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**PERSON SPECIFICATION – HEAD OF SUBJECT**

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| **Qualifications & Training** | **Essential** | **Desirable** | **How assessed** |
| Qualified teacher status | ✓ |  | Application |
| Relevant specialist qualifications in your subject  | ✓ |  | Application |
| Commitment to CPD and improving practice through reflection | ✓ |  | Application / Interview |
| Thorough knowledge and understanding of curriculum requirements and developments within your own subject specialism | ✓ |  | Application / Interview |
| Experience as a form tutor and / or pastoral work |  | ✓ | Application / Interview |
| **Skills and abilities** | **Essential** | **Desirable** | **How assessed** |
| To be able to teach lessons which consistently meet the Teacher Standards | ✓ |  | Application / Interview |
| Demonstrable experience of improving student outcomes | ✓ |  | Application / Interview |
| Experience of carrying out monitoring and evaluation of colleagues |  | ✓ | Application / Interview |
| Experience of leading CPD opportunities for colleagues |  | ✓ | Application / Interview |
| To use a variety of strategies to engage students and promote a stimulating learning environment | ✓ |  | Application / Interview |
| To lead a team, inspiring others and to promote faculty / department procedures | ✓ |  | Application / Interview |
| To be a confident user of IT as a teaching tool | ✓ |  | Application / Interview |
| To contribute to the wider life of the faculty / department and whole-school, supporting extra-curricular and intervention initiatives | ✓ |  | Application / Interview |
| **Personal Attributes** | **Essential** | **Desirable** | **How assessed** |
| Excellent communication skills with the ability to relate well to students and adults | ✓ |  | Application / Interview |
| Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress | ✓ |  | Application / Interview |
| Energy, enthusiasm, determination and an insistence on high standards | ✓ |  | Application / Interview |
| Be able to work under pressure, prioritise and manage time effectively | ✓ |  | Application / Interview |
| **Safeguarding** |
| The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment |