

HEAD OF SOCIOLOGY

Job Description

Job Title	Head of Sociology	Location	Rosebery School
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Core purpose

The Head of Department is responsible for providing outstanding strategic leadership and developing a joyful and ambitious curriculum in their subject area, ensuring high standards of teaching and learning, curriculum delivery, and student achievement.

Key accountabilities

Main duties

- Teach students across Years 9 -13.
- Deliver lessons which enrich and engage all students taught.
- Oversee the planning, delivery, and review of the curriculum in the specified subject area.
- Ensure teaching and learning meet the needs of all students, including those with special educational needs.
- Monitor and evaluate teaching standards within the department.
- Coordinate internal assessments and support exam preparation.
- Analyse assessment data and report findings to senior leadership and track student progress, implementing strategies to raise achievement.
- Promote effective teaching strategies to enhance student outcomes.
- Identify training needs and coordinate professional development opportunities.
- Contribute to whole-school improvement planning and initiatives.
- Cover for absent colleagues within the 'rarely cover' parameters within which we work.
- Undertake the role of a Form tutor – undertake the responsibilities of a Form Tutor, including undertaking regular tutor reviews, providing guidance to students, attending tutor meetings and promoting high standards of student behaviour, uniform and attitudes to work.

Strategic leadership

- Lead the strategic planning and development of the department.
- Mentor new and existing teachers within the department.
- Foster a collaborative and positive departmental culture.
- Manage departmental staff, including managing performance, promoting professional development and implementing Trust People policies.
- Lead departmental meetings and ensure effective communication within the team.
- Manage the department's budget and resources, overseeing the procurement and maintenance of materials and equipment.
- Evaluate own teaching critically to improve effectiveness of oneself and the department.
- Support school policies and actively participate in school events and activities.

An expert in Teaching & Learning and assessment

- Teach students across all year groups, setting tasks which challenge students and ensure high levels of interest, providing a clear structure for lessons, maintaining pace, motivation and challenge.
- Drive attainment and progress for all students, setting targets, tracking progress and intervening where appropriate.
- Plan lessons carefully, having regard to the schemes of work and faculty practice.
- Teach other subjects as required.
- Promote outstanding practice in the department, creating teaching resources and developing consistent approaches to teaching and learning.
- Select appropriate learning resources and develop study skills through LRH, ICT and other sources.
- Assess student work to monitor and evaluate progress, set targets and advise lesson preparation.
- Use effective questioning, listen carefully to students and give attention to errors and misconceptions.
- Make effective use of assessment data and ensure coverage of programmes of study.

Other professional requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Be aware of national developments in education and curriculum area. To abide by the teacher professional standards and carry out duties as required by STPCD.
- Operate at all times within the stated policies and practices of Rosebery and GLF Schools.
- Establish effective working relationships and act as an exemplary role model.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the 'corporate life' of Rosebery through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take responsibility for professional development and duties in relation to school policies and practices.
- Liaise effectively with parents, School Strategy Board Members and external professionals.
- Participate in and contribute to, professional learning in order to keep abreast of pedagogical development, including INSET.

Accountable to

- Assistant Headteacher; Head of Year for tutor duties.
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

HEAD OF DEPARTMENT

Person Specification

	Essential	Desirable
Qualifications		
Qualified Teacher Status	✓	
Good honours degree	✓	
Evidence of commitment to continuing professional development	✓	
Evidence of further study		✓
Experience		
Teaching of subject to students up to KS5 (if applicable)	✓	
High level of subject knowledge and pedagogical expertise.	✓	
Developing and maintaining good relationships with colleagues and students	✓	
Commitment to raising the achievement of all students of all abilities	✓	
Using ICT to support learning and teaching	✓	
Driving improvements in teaching and learning	✓	
Using data to inform planning and future developments	✓	
Monitoring, evaluation and review to support improvements/improved outcomes	✓	
A successful track record of improving performance outcomes	✓	
Personal attributes		
Values aligned with the school's mission statement and GLF Schools core values	✓	
Positive, enthusiastic outlook, embracing risk and innovation	✓	
Self-motivated and well organised	✓	
Encourages ideas, initiative and innovation in others	✓	
Highly motivated showing resilience, stamina and reliability under pressure	✓	
Inspires respects and confidence	✓	
Reflective and motivated to develop yourself and others	✓	
Ability to communicate effectively	✓	
The ability to maintain and form appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the GLF Staff Code of Conduct	✓	
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