



JOB DESCRIPTION

Job Title: Leader of Social Sciences

Responsible to: Director of Learning – Humanities

Salary: L1-5

OVERALL RESPONSIBILITY

- To support the effective leadership and management as a leader within the humanities faculty, thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement.
- To lead the curriculum development and quality assurance of the social sciences specialisms including criminology, law, health and social care, and psychology.
- To support/lead on data and reporting to develop the work of the faculty and identify intervention to ensure that all students achieve.

SECTION 1 - GENERAL MANAGEMENT DUTIES

Leadership

1. Inspire department members by personal example and hard work.
2. Play a major role in the School's middle management assisting the Principal in creating a vision, sense of purpose and pride about the Department and its work.
3. Support the production and maintenance of faculty documentation, and implement, monitor and evaluate all of its policies and processes.
4. Lead continuous improvement of the quality of teaching and learning in social sciences.
5. Support the behaviour management in the faculty including supporting staff in their behaviour management effectiveness.
6. Play a major role as a middle manager in the development of all aspects of the School, including its policies and their implementation.
7. Develop and maintain effective methods of communication with the Principal, SLT, other staff, pupils, parents, governors, external agencies and the wider community (including business and industry), etc.
8. Market the social sciences courses.
9. Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the improvement plan and produce resources as a team.
10. Support effective faculty meetings and subject moderation.

11. Implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the social sciences
12. Lead all accreditation moderation for vocational subjects e.g. BTec moderation
13. Initiate/maintain the provision of extra-curricular activities in social sciences, e.g. the use of resources after school/during lunch-breaks or a club, etc.
14. Deploy all social sciences staff effectively in order to give staff a good Work/Life balance.
15. Liaise with other staff on the effective deployment of any Teacher Assistants or class helpers. This does not imply any line manager responsibilities for TAs but facilitates the best deployment of human resources.
16. Use Leadership and Management (LM) time effectively. A reasonable proportion of timetabled time will be designated as Dedicated Leadership and Management (LM) time, and it will be allocated in blocks of no fewer than 30 minutes.
17. Support and contribute to the development of PSHE/RSE and Life Skills programmes
18. Support in deputing for Director of Humanities in their absence as required.

Curricular/Departmental Development

1. Contribute towards continuity and progression within the whole school curriculum.
2. Support the school improve plans, their implementation and the part it plays in the whole school improvement work.
3. Lead, coordinate, resource, update and review the social sciences curriculum, programmes of study and assessments & exam accredited courses
4. Quality assure the delivery of the social sciences, including methods of evaluating their impact upon students.
5. Contribute to faculty strategies for the pupils' spiritual, moral, social and cultural development, including citizenship.
6. Monitor and evaluate the teaching in the social sciences; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
7. Lead the social science team in strategic analysis of pupil progress data and interventions for achievement
8. Develop and support strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs.
9. Work with the SENCO to ensure information is used to set subject-specific targets, and match curricular materials and approaches to pupil needs.
10. Supports the School's implementation of all current statutory requirements

Stock/Resources/Budget

1. Co-manage the faculty stock, teaching resources and finances efficiently, and obtain best value for money.
2. Co-maintain an inventory of all stock items and oversee the annual stock audit.
3. Carry out stock disposal in accordance with department and school policies.
4. Store resources in such a way as to enable quick and easy access by all staff (and pupils where appropriate).

Liaison/Communication

1. Meet regularly and work with the Director of Humanities for professional support and develop effective management.
2. Oversee and monitor the accuracy of exam entries and dates and work effectively with the exam officer.
3. Liaise with colleagues from different Key Stages and sectors in order to provide a smooth transition between schools and phases for all pupils.
4. Liaise with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship.
5. Inform staff about new developments and ideas related to the subject and the Department by means of a regular newsletter – to include department meeting agendas, etc.
6. Contribute to the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual pupils and groups of pupils.
7. Provide helpful and accurate responses to parent/carer enquiries.

Health and Safety

1. Undergo Basic First Aid training, if required and update courses as needed/required.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety, Safeguarding, Child Protection & Welfare.

Continuing Professional Development – Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Continuing Professional Development – Staff

1. Contribute to, and take a leading role in, the provision of high quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise, e.g. LEAs, outside training agencies, etc.
2. Consider the expectations and needs of other members of staff, and in particular ensure that trainees and ECTs are appropriately monitored, supported and assessed in relation to QTS standards and those of the School,

- e.g. by the incorporation of targets related to leadership, professional development and pupils' attainment.
3. Carry out appraisal of certain teachers and teacher assistants as required by the Performance Management programme and use the process to develop the personal and professional effectiveness of each member of staff.
 4. Maintain a professional portfolio of evidence to support the Performance Management process.

SECTION 2 – OTHER SUBJECT SPECIFIC DUTIES

1. Support the faculty contribution to extra-curricular activities.
2. Forge appropriate and mutually beneficial links with multi service links
3. Co-manage the faculty's contribution to the School Prospectus.
4. Co-manage the faculty's contribution to the School magazine and website, including a regular article of social sciences interest.
5. Oversee the running of additional clubs related to social science

SECTION 3 – OTHER DUTIES

The following tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the School's continuing professional development programme:

- Supporting staff in the leadership of learning through new initiatives and projects

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Compiled by:	Revision Number
Approved by:	Revision Date ___/___/___