

Name		Alec Reed Academy
Post No.		
Date drafted	July 2020	Job Description
Date reviewed	March 2021	



**ALEC REED
ACADEMY**
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Subject Leader – Social Science
Location/work base	Curriculum subject area
Grade	TLR2b
Reporting to:	The Board OF Trustee's through the Principal
Line Manager	Assistant Principal
Posts directly supervised:	Designated staff in the subject team
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

Purpose:

- To be responsible to your line manager for ensuring the effective co-ordination of all aspects of Social Science including PSHCE, Sociology and Psychology teaching
- To effectively lead the learning and teaching of the Social Science curriculum
- To contribute to the monitoring of standards of performance of learning and teaching
- To inform the leadership team of any changes in statutory requirements in relation to subjects under their line management
- To ensure provision of high-quality Schemes of Learning within these designated subjects for students in the Secondary Phase in line with the aims of the Academy and the curricular policies determined by the Principal and Board of Trustee's
- To drive for continuous improvement in academic results
- To develop and enhance the teaching practice of others
- To plan for, develop and lead the effective use of resources across the Social Science Curriculum
- To plan for, develop and distribute resources to support the wider teaching of Sex & Relationships Education (SRE)
- To contribute to ensuring that the Academy is a disciplined, well-ordered place for purposeful learning

Targets:

To be agreed upon appointment and updated as part of annual cycle of Appraisal and review.

Key Areas of Responsibility:

1. Curriculum

1.1 The Subject Leader - Social Science is responsible for the outcomes in their subject

1.2 The Subject Leader - Social Science is also responsible for Sex & Relationships Education including co-ordinating the schemes of learning for, and any training necessary for staff delivering SRE and for the delivery of lessons.

1.3 The Subject Leader - Social Science is responsible for producing schemes of work and assessment which complies with:

- i) National requirements, such as the Ealing Agreed Syllabus.
- ii) The published aims and objectives of Alec Reed Academy having particular regard to its obligations as an Academy.
- iii) The Academy's overall policies or methodologies and assessment systems as defined by the Principal and CEO.

1.4 The Subject Leader - Social Science is responsible for securing and monitoring the implementation of schemes of work by staff responsible within their Key Stage and trainee teachers on teaching practice.

1.5 The Subject Leader - Social Science is responsible for the management of internal examinations, moderation and teacher assessment within Key Stages 3, 4 and 5 and the tracking of pupil progress using the data generated, including:

- i) Continuing to develop assessments, where necessary, which support students as they learn the skills needed to achieve at GCSE and A level.
- ii) Plan and implement the teaching of revision and independent learning techniques which are built into the assessment cycle.
- iii) Use 4 matrix and ALPS to identify students who are not making progress and ensure interventions are put in place swiftly.

1.6 The Subject Leader - Social Science is expected to be familiar with statutory, national and local developments and to advise their line manager and Assistant Principal as required.

1.7 The Subject Leader will be responsible for setting and achieving academic targets for the subject.

2. Staffing

The Subject Leader - Social Science is required to:

2.1 Contribute to the appraisal process both in terms of his/her own performance and also the performance of staff for whom they are responsible.

2.2 Negotiate targets as well as supervise and support the work of subject staff and trainee teachers on teaching practice.

2.3 Carry out and secure the carrying out by subject staff of Academy Policy and procedures as defined by the Leadership Team and the Principal & CEO.

2.4 Assist in the appointment of staff as requested in association with their line manager and their deployment in the timetable in consultation with the Principal & CEO and other key members of the Leadership Team.

2.5 Support the professional development of staff by identifying Professional Development needs and, in conjunction with their line manager, ensure its provision.

3. Students

3.1 The Subject Leader - Social Science is responsible for the good conduct of students within the subject and providing support to staff where necessary. Where required, liaison should occur with the appropriate Head of Year as well as their Curriculum Leader and key members of the Leadership Team.

3.2 The Subject Leader - Social Science should be available to advise students and their parents on all matters concerning their studies, examination and progression.

4. Management

The Subject Leader - Social Science is expected to:

- 4.1 Hold regular meetings with the staff they manage and provide feedback on issues discussed with their line manager.
- 4.2 Be responsible for: the condition of resources and materials; the creation of stimulating displays
- 4.3 Produce an annual results report and analysis of the results in each Key Stage and present this to the Principal in the Autumn term.
- 4.4 Produce an annual improvement plan as part of the Academy Integrated Improvement Planning process, as well as evaluating the existing improvement plans; help to ensure that the curriculum area's allocated budget is spent in accordance with the Improvement Plan and that that value for money is sought; ensure that all subject staff are involved in the Improvement Planning process.
- 4.5 Produce progress reports on the current predicted outcomes for each cohort of pupils in each reporting cycle. This will include identification of key subgroups and the interventions that will be introduced to close gaps and improve results.

5. General

The Subject Leader - Social Science is required to:

- 5.1 Encourage and support the provision of enrichment activities.
- 5.2 Promote the ethos of the Academy.
- 5.3 Be a tutor to a form group.
- 5.4 Undertake such duties as their respective Curriculum Leader, Leadership Team and Principal may determine as reasonably falling within the role Subject Leader.
- 5.5 Undertake whole Academy duties as may be reasonably determined by the Principal & CEO.

The detail determined here refers to the particular responsibilities of the Subject Leader - Social Science. In addition each Subject Leader is required to carry out their duties of a Teacher as set out in the Conditions of Employment as adopted by the Academy and as outlined in the Teacher Job Description.