



## **JOB DESCRIPTION**

**Post Title:** Teacher for Sociology - Fixed Term

**Salary:** MPS + fringe allowance + TLR (to be confirmed)

**Hours:** Part Time 0.8 FTE

**Responsible to:** Head of Department / SLT Line Manager

**Responsible for:**

Rickmansworth School is a mixed 11-18 School. The School operates within an equal opportunities policy which emphasises a positive education for boys and girls and members of all communities.

It is expected that the post holder will carry out her/his responsibilities within this framework.

Job descriptions are subject to review and amendment.

**Duties as a Teacher of Sociology:**

*Within the subject:*

- Provide leadership for staff, students and parents.
- Be an example to all in (a) subject knowledge and (b) the highest standards of teaching and professional conduct.
- Establish and maintain a positive and productive work ethos, through encouraging a sense of teamwork and recognising the contribution of all staff.
- Ensure that the relationships and standards of behaviour of staff and students fully support pupil learning.
- To follow, participate and implement the School's appraisal policy
- Take the lead in promoting dynamic, innovative, positive and productive work habits such that all staff and students work in an atmosphere where they have the best possible chance of realising their potential.
- Ensure that assessment is able to recognise the whole range of abilities and that these fit in with the whole School policy.
- Promote and develop the sharing and implementation of good practice.

**Teaching and Learning:**

- Manage students' learning in accordance with the Department/Subject schemes for learning and whole School policies.
- Be responsible for the quality of teaching and learning within the subject.
- Be responsible for the quality of academic results within the subject, measured by raw grade and value added results.
- Ensure that students have a long-term cohesive pathway of learning, allowing for progression of all abilities; ensure that each lesson is differentiated for the needs of students.
- Ensure that all levels of planning for learning are in place and promote progress for all students in line with expectations.
- Ensure that student progress is tracked over time and that suitable interventions are in place for all students who require additional support.
- Inspire a love of the subject in general by acting as a role model and showing enthusiasm for the subject.

**Monitoring and Assessment:**

- Ensure that students' work is assessed by all staff, following the guidelines set out by the School.
- Provide feedback on individuals or groups of students as and when required.
- Use the information from regular assessment to impact upon the planning for future learning.
- Provide reports, grades and written commentaries of students as and when required.
- Ensure that all lessons are registered via the School's electronic registration system.

**Subject Knowledge and Understanding:**

- Ensure that an up to date knowledge of subject matters, especially programmes of study, level descriptors and examination specifications is maintained.
- Seek constantly to improve and disseminate the knowledge of pedagogy and therefore the quality of teaching within the subject area.

### **Professional Standards and Development:**

- Conduct oneself as a role model for all members of the School community.
- Provide cover for absent colleagues as defined by the School's 'rarely cover' policy.
- Take an active part in the Health and Safety policy personally and as it applies to all members of the School community.
- Be familiar with and support School policies.
- Establish effective working relationships with all colleagues, ensuring that high standards are maintained in all lessons.
- Seek out professional development opportunities that benefit both self and the wider School community.
- Show willingness to engage in the wider life of the School.
- Be aware of the professional standards as they are laid down and ensure that their practice supports standards relevant to their career profile.
- Support through interactions with students the SEN Code of Practice and consider the needs of all vulnerable groups within the School.
- Organise and minute subject meetings.

*This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.*

*The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*

*An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*



### Person Specification: Teacher of Sociology

**E** Essential                      **D** Desirable  
**A** Application process        **I** Interview process

<b>Experience:</b>		
Excellent teaching skills	E	A/I
Ability to teach across Key Stages 3 to 5	D	A/I
Ability to use ICT and new technologies to support learning	D	I
Experience of more than one School	D	A
<b>Qualifications and Training:</b>		
Degree in related subject	E	A
PGCE or equivalent	E	A
<b>Knowledge:</b>		
Up to date knowledge of A Level Sociology curriculum	E	A/I
Ability to teach another subject to GCSE level	D	A/I
A sound understanding of pedagogical practice in relation to Teaching and Learning in a School setting	E	I
A good understanding of strategies to raise student attainment	D	I
<b>Aptitudes:</b>		
Skilled classroom practitioner	E	I
Highly effective communication skills	E	A/I
Ability to form strong working relationships	E	I
Ability to lead and manage an effective team	D	I
Capacity and willingness to evaluate own and others performance	E	I
Willingness to innovate and develop self and others	D	I
The ability to develop strong relationships with all students	E	A/I
Willingness to contribute to the wider life of the School	D	I
<b>Values:</b>		
The belief that every student can and will achieve their very best	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
<b>Safeguarding and welfare of the School community:</b>		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I