



City of London Academy (Southwark)

Job description

Job Title	Teacher of Sociology
Salary	Up to UPS3 (Inner London)
Responsible to	Head of Health and Social Studies
Job Purpose	<ul style="list-style-type: none">• Under the reasonable direction of the Principal, carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)• To support the Head of Sociology to raise standards of student attainment and achievement within the Health and Social Care curriculum area and to monitor and support student progress• To be accountable for student progress and development within own Sociology lessons• To assist the Head of Sociology to maintain standards of teaching and learning across the Sociology curriculum• To take responsibility for aspects of the Sociology curriculum as predetermined with the Head of Sociology
Key Accountabilities	<p>CURRICULUM MANAGEMENT</p> <ul style="list-style-type: none">• To liaise with the Head of Sociology to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Development Plan and School Evaluation• To support the Head of Sociology in curriculum development for Sociology• To ensure that the statutory requirements of the National Curriculum are met• To keep up to date with national developments in Sociology and teaching practice and methodology• To monitor actively and respond to curriculum development and initiatives at national, regional and local levels• To work with the Head of Sociology to ensure that the development of Sociology is in line with national developments• To assist the Head of Health and Social Studies in developing a coherent academy-wide approach to literacy• To assist the Head of Health and Social Studies in developing a coherent academy-wide approach to enterprise learning• To ensure that innovative and appropriate approaches to learning are made available to students with specific learning needs. For example: those with a low skill base, hearing or visual impairment and gifted and talented students• To set targets for pupil achievement and monitor and evaluate progress towards meeting pupil achievement targets in own classes and those aspects of the Sociology curriculum for which s/he is responsible• To support the Head of Sociology in ensuring that there is an effective assessment, recording and reporting system of student progress

PEOPLE MANAGEMENT

- To continue own professional development as agreed with Head of Health and Social Studies
- To make appropriate arrangements for classes when absent, ensuring appropriate cover within the Health and Social Studies area liaising with the Cover Supervisor/relevant staff to secure appropriate cover
- To promote teamwork and to motivate others in the Health and Social Studies team to ensure effective working relations

QUALITY ASSURANCE

- To ensure the effective operation of quality control systems
- To support the Head of Health and Social Studies in maintaining the process of the setting of targets within the Health and Social Studies area and to work towards their achievement
- To support the Head of Health and Social Studies in maintaining common standards of practice and develop the effectiveness of learning and teaching styles
- To contribute to the Academy procedures for lesson observation
- To support the Head of Health and Social Studies in monitoring and evaluating the Health and Social Studies area in line with agreed Academy procedures including self-evaluation against quality standards and performance criteria in line with the OFSTED framework for inspection
- To seek/implement modification and improvement where required

MANAGEMENT INFORMATION

- To ensure the maintenance of accurate and up-to-date information concerning the own classes on the management information system
- To make use of analysis and evaluate performance data provided
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
- To produce reports within the quality assurance cycle for own classes

COMMUNICATIONS AND LIAISON

- To ensure effective communication/consultation as appropriate with the parents of students
- Where appropriate to contribute to the planning and delivery of school liaison activities
- To promote actively the development of effective Sociology links with external agencies
- To represent the Health and Social Studies area's views and interests

RESOURCE MANAGEMENT

- To support the Head of Health and Social Studies in managing the available resources of space and equipment efficiently within the limits, guidelines and procedures laid down
- To follow Health and Safety policies and practices, in line with national requirements and are updated when necessary, in liaison with the Academy's Health and Safety Officer

	<p>MANAGING STUDENT LEARNING</p> <ul style="list-style-type: none"> • To monitor and support the overall progress and development of students in own classes • To liaise with relevant Year Heads in monitoring student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To ensure the behaviour management system is implemented in own classes and in the Health and Social Studies area so that effective learning can take place • Undertake such other duties as reasonable correspond to the general character of the post and commensurate with roles of this level within the Academy
<p><i>The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.</i></p>	



City of London Academy (Southwark)

Person Specification

Job Role: Teacher of Sociology

QUALIFICATIONS

No	Description	Rating
1.	Good Honours Degree	Essential
2.	Teaching Qualification (QTS)	Essential

SKILLS & EXPERIENCE

No	Description	Rating
3.	Ability to teach Sociology ideally up to 'A' Level standard	Essential
4.	Capable of maintaining and delivering innovative curriculum	Essential
5.	Proven ability to transfer enthusiasm and understanding of Science to pupils and departmental staff	Essential
6.	Excellent understanding of the strategic importance of ICT to raising standards and a commitment to e-learning across the curriculum	Desirable
7.	Expertise in developing teaching and assessment methodology, practical skills, extension of knowledge of Sociology and their practical application.	Essential
8.	Ability to assess students' progress and achievement accurately	Essential
9.	Ability to research, adopt and appropriately integrate practices from the business sector into the curriculum and departmental activities	Desirable
10.	Self-motivated with outstanding organisational and planning skills	Essential
11.	Ability to use data to evaluate performance of students and develop strategies to help individuals and groups of students improve	Essential
12.	Ability to produce required outcomes with minimal supervision	Essential
13.	Excellent communication and user ICT skills	Essential
14.	Exceptional practical skills in specialist subject	Essential
15.	On-going participant in Sociology related activities	Essential
16.	Involvement in networking and sharing of best practice	Essential
17.	Enthusiasm for continuing professional development, awareness of strengths and areas for improvement and proven ability in self-evaluating own practice	Essential
18.	Supporting students health and welfare and supporting their personal development as a member of the community	Essential
19.	Capable of initiating and maintaining innovative curriculum design and delivery	Desirable
20.	Proven record of raising standards in Sociology at all ability levels	Desirable
21.	To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Essential