



CITY AND ISLINGTON
COLLEGE

JOB REF NO: R00607

CITY AND ISLINGTON COLLEGE

JOB DESCRIPTION

- A. TITLE OF POST:** Coordinator of Social Sciences
(Full Time – Permanent)
City & Islington Sixth Form College
- RESPONSIBLE TO:** Deputy Director of Sixth Form College
- RESPONSIBLE FOR:** All staff & courses within Social Sciences Department
- GRADE:** SFCA PAYSPINE management D range
- SALARY:** From £47,407 up to 51,299 pa
(Inclusive of London Weighting)
- CLOSING DATE:** Monday 23rd April 2018
- INTERVIEW DATE:** Wednesday 2nd May 2018

B. PURPOSE OF THE JOB

To take responsibility for the development, quality and organisation of the Social Sciences Department, in particular: the leadership, professional development of teaching and support staff; curriculum development; managing resources and departmental capitation; monitoring and reporting student performance; promoting and monitoring Equal Opportunities for students and staff

C. MAIN DUTIES AND RESPONSIBILITIES

In addition to the responsibilities of a teacher laid down in the Sixth Form Colleges Conditions of Service, the post-holder will be responsible for:

- 1. Leadership and management of the Social Sciences Department by:**

1. Actively upholding the College's aims, objectives, ethos and policies
2. Induction, guidance and advice
3. Oversight of the work of members of the department including assessment and evaluation
4. Convening regular curriculum area meetings, contributing to and reporting back from, all areas of consultation
5. Communicating regularly with members of the department about departmental, Sixth Form College and College-wide issues that affect their work
6. Annual Training Needs Analysis to ensure that members of the department keep abreast of recent developments in their subject areas & developments across Social Sciences
7. Setting and implementing a programme of staff development for all members of the department, in liaison with HR, City and Islington College
8. Consultation with the teachers on distribution of classes and writing the timetable for the area in consultation with the Director & Deputy Directors of the Sixth Form College
9. Advising the Director of the Sixth Form College on recruitment and job descriptions for all staff in the curriculum area
10. Participating in the general policy and decision making of the SFC and the College as a whole – through membership of the SFC's management team - and incorporating Sixth Form College/College/Group policies into the Department's work
11. Representing the Sixth Form College at relevant external meetings
12. Appraisal of staff including lesson observation, & performance management for post-holders
13. Responsibility for quality in the area through the system of Course Review, Self-Assessment & quality improvement planning
14. Actively promoting improved achievement & retention in the curriculum area through systems of target setting

2. Development of curriculum content and teaching methodology and contributing to a collaborative approach to learning through:

1. General oversight of the development of all courses
2. Keeping abreast of national developments in the teaching of Social Sciences
3. Leading curriculum planning at Sixth Form College and whole-college level
4. Collaborating with staff in other areas of the Sixth Form College & Centres of the College where appropriate
5. Sharing of good practice, encouraging imaginative teaching approaches including the use of E-learning, developing a selection of teaching resources and advising on classroom techniques
6. Developing Course Organisation Files for all courses and monitoring schemes of work in liaison with post-holders
7. Organising study support programmes for the area's students & meeting ALS targets
8. Organising visits, conferences, speakers etc. which enrich the teaching of the curriculum area at the Sixth Form College – this to include special programmes to stretch and challenge students.
9. Developing links with relevant schools/colleges & organising visits as appropriate
10. Developing links with University departments where appropriate
11. Developing links with partner school departments including providing Master classes for 14-16 year olds as required

3. Managing Resources:

1. Managing departmental expenditure within College financial systems, preparing budgets and advising the Director of the Sixth Form College on projected expenditure
2. Organising cover
3. Contributing to any accommodation plans for the curriculum area
4. Timetabling & rooming courses in the curriculum area in liaison with the Deputy Director
5. Working to ensure Health & Safety procedures are adhered to in the curriculum area

4. Monitoring and reporting student performance by:

1. Establishing policies pertaining to internal and external examinations, overseeing their implementation, and evaluating results
2. Organising the compilation of student reports including student self-assessment
3. Providing information for parents and colleagues about student progress
4. Acting as point of referral for students at risk within the area
5. Using value added systems within the curriculum area to report on & improve student performance including the use of Pro-Monitor
6. Dealing with student complaints within the area

5. Sixth Form College Management

1. Being part of the SFC Management Team which meets weekly
2. Being part of the Extended Management Team of the College
3. Contributing to policy making as appropriate
4. Sharing in site management and student discipline with other members of the SFC Management

6. Other Duties:

1. Devising publicity for the department & contributing to marketing materials & the website
2. Taking part in the recruitment of students and organisation of Open & Admissions Days in conjunction with staff in charge of courses
3. Teaching on courses within the Department
4. Participation in the Sixth Form College's pastoral system as a group tutor
5. You may be required to perform the role of Evening Duty Manager, up to twice per term or as and when required

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems.

- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- All lecturers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.
- Basic Skills and Learning Support (For all teaching and lecturing posts).
- All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary. Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Qualifications and Experience

1. Degree in Social Sciences or related area & PGCE
2. Extensive successful Social Sciences A-Level teaching experience with the 16 – 19 age group
3. Appropriate professional training
4. Management experience of a subject area including responsibility for staff, students, resources, curriculum and quality

Knowledge and Understanding

1. A broad knowledge of the 14-19 curriculum and of current developments with particular reference to the Social Sciences

2. An understanding of the funding of post-16 education and its implications for the department particularly regarding the curriculum, teaching and learning methodologies, and student support
3. An understanding of teaching methodologies including E-learning appropriate to the curriculum
4. An understanding of the particular needs of 16 – 19 year olds
5. An understanding of quality assurance and the procedures and processes necessary to ensure the delivery of high quality post-16 education
6. An understanding of the needs of inner-London students

Skills and Abilities

1. The ability to lead by example as an excellent teacher
2. The ability to provide effective curriculum leadership & to motivate staff
3. The ability to manage staff, including responsibility for their appraisal and development
4. The ability to promote the College's equality of opportunity policy in all aspects of the work of this post
5. The ability to make the Curriculum interesting to students whatever their previous attainment in the subject
6. The ability to communicate and work effectively with staff from all parts of the SFC and College & also with outside bodies
7. Effective planning, administrative and organisational skills, and the ability to work under pressure, flexibly & to meet deadlines
8. The ability to understand data use the systems to trace and monitor student progress, and to write reports
9. A commitment to a collaborative approach to management and decision making

Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.