Wootton Academy Trust

Head of Social Sciences
Job Description

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description:	At the heart of subject leadership is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and well-being. A Head of Department must provide strategic leadership and direction for the department and ensure that it is managed and organised to meet both Trust wide and local [i.e. departmental] aims and objectives. A Head of Department plays a key role in supporting, guiding and motivating teachers of the department. Heads of Department evaluate the effectiveness of teaching and learning, the department curriculum and progress towards targets for students and staff in order to inform future priorities for the department. The policy and practice of monitoring within a department provides the information for evaluation and action. A Head of Department identifies needs in their own department and recognises that these needs must be considered in relation to the overall needs of the Trust. It is also important that a Head of Department understands how their department contributes to Trust priorities and to the overall education and achievement of all students. Throughout their work, a Head of Department ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in the Trust. The details outlined below represent the Trust's supplement to the requirements for a Main Scale Teacher.
Job Purpose:	To lead, manage, develop, and be accountable for the department team and the curriculum at Key Stages 3, 4 & 5 in order to ensure the highest possible standards of pupil achievement.
Job Title: **Location:** **Reporting Line:** **Hours:**	Head of Social Sciences Kimberley College Head of College: Kimberley College Full Time
Line management responsibility for:	The post holder will be responsible for the teaching and support staff allocated to the department.
Working Time and Conditions:	These will be as specified in the latest School Teachers Pay and Conditions Document.

Dimensions:	The post holder will be responsible for the following, with reference to the national framework for middle leaders: - The strategic direction and development of the subject; - Teaching and learning; - Leading and managing staff; - Pupil progress and standards of achievement; and - The efficient and effective deployment of staff and resources,

Principal Accountabilities/ Responsibilities	**The strategic direction and development of the subject:** - To ensure that the departmental culture, policies and practices follow and contribute to those of Wootton Academy Trust. - To contribute to a Trust-wide culture and climate which enable staff and pupils to develop and maintain positive attitudes towards the subject. - To create an annual subject review and development plan, which contributes to the achievement of the School Improvement Plan. - To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour. - To contribute to whole school planning, review, monitoring and evaluation. - To monitor, evaluate, and review standards of leadership, teaching and learning, and pupil achievement and progress against school/college, local, and national standards. - To represent the department in the wider community and liaise with the rest of the Trust, local governors, feeder schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc. - To advise on and assist with the development of spiritual and moral elements of the curriculum. - To keep up to date with national developments in the subject area and teaching practice and methodology. **Teaching and learning:** - To lead all subject staff in the creation, implementation, and development of accessible and challenging courses/schemes of work which meet Trust and national requirements. - To lead the development and implementation of effective teaching and learning strategies, including ICT-based developments. - To lead the development and implementation of effective departmental assessment policies, within the framework of those for the whole Trust - To promote and support extra-curricular activities. **Leading and managing staff:** - To build a team in which good practice is shared, and meeting time is used effectively to raise achievement, and support pupils' personal development and well-being. - To monitor and review the performance of staff in the department and take responsibility for any necessary action arising, including ensuring that Appraisal is carried out according to Trust and national regulations and that staff receive regular feedback, which supports progress against their appraisal objectives. - To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning. - To communicate effectively with staff so that they are properly informed of developments across the Trust and that their views are represented. - To ensure that staff understand and effectively implement Trust policies. **Pupil progress and standards of achievement:**

	- To set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress. - -To maximise achievement by ensuring that examination entries are at an appropriate tier and non-entries are minimised; to assist with the management and conduct of examinations. - To promote, manage, and be responsible for high standards of pupil behaviour. - To implement creatively the Trust's systems for rewarding good pupil performance and to ensure all staff use them effectively. - To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children's progress. **The efficient and effective deployment of staff and resources:** - To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down. - To assist in the recruitment of staff. - To be responsible for the effective deployment of staff and to make appropriate arrangements in their absence. - To ensure that the department's accommodation/ area, resources and Equipment are maintained in good order, including the management of a) health and safety, and b) security. - To provide a stimulating environment, including maintaining displays that promote interest and learning **Other Specific Duties:** - To undertake the above responsibilities in addition to those held by a standard - scale teacher at the school. - To undertake any other duty as specified by the STPCD not mentioned in the above. The job description is current at the date shown, but, in consultation with you, may be changed by the Executive Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Head of Social Sciences **Person Specification**		
	Essential Criteria	**Desirable Criteria**
Qualifications	Qualified Teacher Status. Graduate in Psychology, Sociology or closely related subject.	
Experience	An outstanding subject teacher Successful experience in teaching GCSE and A Level. A track record of students achieving high levels of progress.	Experience of participating in or leading a whole school initiative. Middle Leadership experience.
Knowledge, Skills & Ability	Excellent subject knowledge. Ability to contribute to the further development of Schemes of Learning. Ability to experiment with and apply new approaches to teaching and learning. Sound knowledge of Information Technology and current issues in this area, including the use of ICT in effective teaching and learning. Ability to create an environment that values feedback from all in order to improve student learning and motivation. Excellent interpersonal, communication and behavioural management skills. Excellent organisational skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities. Knowledge and understanding of mixed-attainment teaching and adapt to the varying demands of each classroom situation.	Knowledge of Ofsted framework.
Personal competencies and qualities	Possess personal warmth and be able to gain the confidence of students and parents, demonstrating the ability to create a positive rapport with students and a safe environment within which the student can flourish. To be committed to the comprehensive ideal, to the principles and practice of equal opportunities and of mixed-attainment teaching.	Willingness to contribute to extra-curricular activities.

	To believe in the importance of teamwork, both at departmental and Trust level. Possess a positive attitude and approach to change and development. Flexible to meet the needs of Wootton Academy Trust. Commitment to continuous professional development.	