



## Job Description

**Post Title:** HEAD OF SOCIAL SCIENCES

**Grade:** MPS/UPS + TLR 2b

**Main Purpose:** To lead and manage the Social Sciences department, ensuring high standards of teaching, learning, curriculum development, and student outcomes across subjects such as Psychology, Sociology, and Criminology.

**Responsible to:** Associate Assistant Head of School (*subject to review*)

**Relationships with:**

**Internal:**

Teaching staff, Senior Leadership Team (SLT), SENCo, support staff, students, and colleagues across the Trust

**External:**

Parents/carers, governors, local authority representatives, partner schools, primary schools, and external educational agencies.

### MAIN RESPONSIBILITIES:

#### Curriculum

- Design and implement a curriculum that is inclusive, engaging, and relevant to all learners, including those with SEND and high prior attainment;
- Ensure curriculum planning aligns with national standards and school policies, promoting equality, diversity, and inclusion;
- Embed links to careers and the world of work across the curriculum;
- Develop a departmental development plan to enable continued growth and improvement;
- Lead on timetable requirements for the department;
- Promote the highest standards of behaviour in order to promote a calm working environment in the school, and to create an atmosphere conducive to learning;
- Ensure the curriculum contributes to students' spiritual, moral, social, and cultural development;
- Ensure the curriculum relates to the world of work, and that students are made aware of the relevance of what they are studying to life after school;
- Lead enrichment activities such as clubs, trips, and guest speakers to enhance student engagement.

#### Resources:

- Ensure necessary resources for teaching and learning are available, liaising with relevant staff as needed;
- Manage departmental budgets, including submissions, monitoring, and resource allocation;
- Oversee staff deployment and student groupings;
- Maintain systems for the safe use and storage of high-value assets.



### **Assessment Recording & Reporting:**

- Develop and monitor robust systems for assessment, recording, and reporting in line with school and national expectations;
- Ensure consistent and accurate use of data to inform teaching and communicate progress to parents.

### **Management:**

- Provide constructive feedback on teaching styles and methods to promote high standards;
- Monitor departmental performance and report findings to your line manager, taking appropriate action;
- Support staff with behaviour management strategies aligned to the school's philosophy, policy and expectations;
- Lead departmental meetings to foster collaboration, share best practice, and drive improvement;
- Ensure departmental spaces are well-maintained and showcase student work;
- Maintain and update a departmental handbook in line with school policy and practice;
- Maximise opportunities for community engagement and partnerships;
- Ensure compliance with Health and Safety policies;
- Assist in the recruitment and selection of departmental staff.

### **TEACHER RESPONSIBILITIES:**

- Maintain thorough and up-to-date subject knowledge, considering wider curriculum developments;
- Consistently and effectively plan and deliver lessons and sequences of lessons that meet individual learning needs, including those with SEND and high prior attainment, using strategies outlined in IEPs and IBPs;
- Consistently and effectively use a effective teaching and classroom management strategies;
- Consistently and effectively prior attainment data to set expectations and monitor progress, providing clear feedback;
- Analyse performance data to evaluate student progress;
- Take responsibility for professional development and apply learning to improve practice;
- Contribute actively to school policies and aspirations;
- Challenge and support all students to achieve their best;
- Set and maintain high expectations for behaviour;
- Model professionalism in conduct, dress, punctuality, and attendance.

### **GENERAL NOTES**

- The aforementioned responsibilities are subject to the general duties and responsibilities contained in the statement of Teachers' Terms and Conditions of Employment and are additional to the general duties and responsibilities of a teacher;
- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of them should be so construed;
- These accountabilities are not necessarily a comprehensive definition of the post. They will be reviewed at least once per year and may be subject to modification or amendment at any time after consultation with the holder of the post.



*Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).*



## Person Specification

POST TITLE: HEAD OF SOCIAL SCIENCES

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>	<ul style="list-style-type: none"><li>• Relevant 'A' levels (or equivalent) and a degree</li><li>• Qualified Teacher Status or PGCE Pass (or equivalent)</li><li>• Ability to teach at Key Stage 5</li></ul>	<ul style="list-style-type: none"><li>• Good Honours degree (2.1 or better)</li><li>• Evidence of continued professional development (CPD)</li></ul>
<u>Experience</u>	<ul style="list-style-type: none"><li>• Proven track record of successful teaching and raising attainment</li><li>• Experience leading departmental initiatives or working groups</li><li>• Experience supporting and developing colleagues</li><li>• Experience teaching a wide range of abilities and across Key Stages</li><li>• Use of data to track progress and set improvement targets</li><li>• Relevant teaching experience or teaching practice</li></ul>	<ul style="list-style-type: none"><li>• Currently working in UK state secondary school</li><li>• Experience in a position of responsibility within a relevant department</li><li>• Experience of curriculum planning and development</li><li>• Relevant experience outside education (e.g. business or industry)</li></ul>
<u>Knowledge and understanding</u>	<ul style="list-style-type: none"><li>• Strong understanding of effective teaching methodologies in Social Sciences</li><li>• Awareness of current educational developments and initiatives</li><li>• Knowledge of strategies to support individual student needs, including SEND</li><li>• Understanding of National Curriculum requirements at relevant Key Stages</li><li>• Familiarity with assessment, recording, and reporting procedures</li><li>• Knowledge of statutory responsibilities: Equal Opportunities, Health &amp; Safety, SEN, and Safeguarding;</li><li>• Ability to foster positive relationships within school and with external stakeholders</li><li>• Understanding of effective teaching and learning styles</li></ul>	

	<ul style="list-style-type: none"> <li>• Understanding of how Social Sciences contribute to wider school priorities such as SMSC and careers education</li> </ul>	
<b><u>Skills</u></b>	<ul style="list-style-type: none"> <li>• Demonstrated excellence in classroom teaching</li> <li>• Ability to use innovative and active teaching methods</li> <li>• Proficient in using ICT for teaching and administration</li> <li>• Strong written and verbal communication skills</li> <li>• Excellent organisational and time management skills</li> <li>• Ability to lead and inspire a team</li> <li>• Ability to analyse and interpret data to inform decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to lead or support extra-curricular activities</li> <li>•</li> </ul>
<b><u>Personal Characteristics</u></b>	<ul style="list-style-type: none"> <li>• Approachable and supportive</li> <li>• Committed and enthusiastic</li> <li>• Motivated and able to motivate others</li> <li>• Calm under pressure</li> <li>• Well-organised and reliable</li> <li>• Reflective and open to feedback</li> <li>• Resilient and solution-focused</li> </ul>	
<b><u>Safeguarding Competencies</u></b>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of safeguarding procedures and willingness to undertake relevant training</li> <li>• Shows empathy and respect for others' views and circumstances</li> <li>• Seeks and uses professional support appropriately</li> <li>• Demonstrates flexibility in approach</li> <li>• Shows a personal commitment to safeguarding children and young people</li> <li>• Able to maintain appropriate professional boundaries</li> </ul>	