JOB DESCRIPTION

School: Central Foundation Boys' School

Position: Sociology Subject Leader

Pay Scale: Main/Upper Pay Scale + TLR2a of £3,526pa for leading on the course

Hours: 3 days/week or full-time (depending on the candidate's preference)

Reports to: Head of Faculty

Accountable for:-

- Sustained outstanding attainment in Sociology
- Sustained outstanding teaching and learning in Sociology
- Sustained outstanding assessment in Sociology
- Sustained outstanding behaviour for learning
- Promoting safeguarding of all students and equality of opportunity for all students and staff
- Maintaining professional standards
- Promoting the school's ethos and vision.

Main Duties and Responsibilities

1. **Teaching and Learning**

- Plan, prepare and deliver outstanding lessons in Sociology to provide students with the opportunity to achieve their potential.
- Ensure that lessons are engaging and stimulating taking into account individual needs of the students.
- Manage, develop and share resources to enhance teaching of Sociology.
- Contribute to objectives of the curriculum area within the school objectives and take part in an annual review of the subject and curriculum area.
- Prepare lesson plans and schemes of work as agreed with the Head of Faculty.
- Monitor the progress and achievement of the students following the course and identify the appropriate intervention strategies for underachieving students.
- Maintain effective behaviour management in classroom using positive behaviour strategies to ensure learner's engagement in the lesson.
- Assess appropriately the work of the students following the course in accordance with the school assessment policy.

- Keep records of students' progress and achievement and set appropriate targets.
- Ensure that relevant homework is set and marked and the students are provided with a meaningful feedback.

2. **Subject Leader responsibilities (a responsibility point)**

- To lead curriculum development in Sociology.
- To lead the production and development of schemes of work and teaching materials for the Sociology.
- To lead the development and maintenance of resources to support and ensure high quality learning.
- To facilitate and monitor the high quality planning of lessons including collaborative planning.
- To monitor the production of homework by the students and lead interventions to ensure all students produce homework.
- To plan the system of assessment for Sociology.
- To ensure that all exam board administration is completed to a high standard and on time.
- To lead on the promotion of Sociology course.
- To provide high quality advice to students considering studying Sociology at A level and at university.
- Any duties or responsibilities to achieve the purpose of the post.

3. General Duties

- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment.
- Carry out the role of a form tutor.
- Fulfil the administration and assessment requirements of the examining body.
- Support other members of the curriculum area and students as appropriate.
- Review your own professional development and maintain professional standards.
- Carry out any other such duties as the post holder may reasonably be required to do.

4. Safeguarding

- To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students.

These duties may be varied at the reasonable discretion of the Headteacher.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced criminal record check will be carried out prior to confirming an offer of appointment.

PERSON SPECIFICATION

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REQUIREMENTS

Education and experience

- Qualified teacher status or teaching qualifications from another country allowing one to obtain QTS within a year of commencing employment.
- A degree level qualification in a relevant subject.

Skills, knowledge and abilities

1. Excellent teaching skills.
2. An extensive knowledge of the National Curriculum for Sociology.
3. Ability to work effectively as part of a team.
4. Ability to communicate effectively, both orally and in writing, with a range of audiences.
5. Ability to use ICT to facilitate learning and for effective management and administration.
6. Ability to effectively assess and track students' progress.
7. Ability to work under pressure and to deadlines.
8. A commitment to promoting welfare and safeguarding of students.
9. A commitment to inclusive education and equality of opportunity.

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