



Edmonton County School

Educating our Community for Success

Head of Social Studies Faculty

L11 Full Time

Start: January 2024



Cambridge Campus
Great Cambridge Road,
Enfield EN1 1HQ

Bury Campus
Little Bury Street,
Edmonton,
London, N9 9JZ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Head of School: Paul Miller

About EdAct



EdAct

www.edact.org.uk

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School (Special) and from September 2023 the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you

Dr Susan Tranter

Chief Executive

About ECS



Edmonton County School

www.edmontoncounty.co.uk

[Ofsted Report](#)

Edmonton County School (ECS) is a 4-18 mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton. Although we are a large organisation, with nearly 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning and we want them to develop as individuals, so that they leave us as confident and socially-responsible young people who are well equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller

Head of School

Job Description: Head of Social Studies Faculty



Head of Faculty – Social Studies

Accountable to: Leadership Team Line Manager, Head of School and ultimately, the Chief Executive

The Head of Social Studies is responsible for all aspects of Social Studies in the secondary school. This is a post that combines the leadership of the Sociology, Health and Social Care and Religion and Life departments.

Core Purpose of the Head of Social Studies

The Head of Social Studies is responsible for all aspects of Social Studies in the secondary school. This is a post that combines the leadership of the Sociology, Psychology, Health and Social Care and Religion and Life departments.

The specific tasks associated with the role of Head of Social Studies are:

Leading, managing and developing Social Studies

The tasks associated with the role of Head of Social Studies are specifically to:

- Lead the development and implementation of policies and practices in line with School policies.
- Advise the Chief Executive, Head of School and Leadership Team of developments in Social Studies.
- Develop and ensure the effective delivery of ICT as part of the Social Studies portfolio.
- Prepare development plans as necessary.
- Promote Social Studies as subjects to students of all ages and abilities.
- Produce reports for the Chief Executive, Head of School and Leadership Team, as required.
- Report and be accountable to the designated line manager for assessment processes, practices and outcomes.
- Work with other post holders in the Faculty to develop consistent approaches to professional practices.

The outcomes that are associated with this element are to lead Social Studies so that teachers will:

- ◆ Be consistent in their practice.
- ◆ Be consistent in their implementation of policies.
- ◆ Use the outcomes of self evaluation to develop their practice that results in pupil progress.
- ◆ Collaborate to implement development plans.

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Job Description: Head of Social Studies Faculty



The outcomes that are associated with this element are to lead Social Studies so that pupils will:

- ◆ Actively participate in learning.
- ◆ Produce work and assignments in response to curriculum demands (including homework).
- ◆ Conform to the school's behaviour policy.

The outcomes that are associated with this element are to work as part team of heads of subject who:

- ◆ Are consistent in their practice.
- ◆ Share good practice with other Social Studies leaders.
- ◆ Act as role models in teaching pupils effectively.
- ◆ Act as role models in managing pupils effectively.
- ◆ Act as role models in demonstrating professional curriculum leadership.

Impacting on educational progress of pupils beyond those assigned to the teacher

The outcomes that are associated with this element are to lead Social Studies so that pupils will:

- ◆ Achieve high standards in public examinations.
- ◆ Progress to the next stage of their education with confidence and enthusiasm.
- ◆ Show sustained improvement in Social Studies, so that there is a high standard of performance.
- ◆ Understand how to improve their studies
- ◆ Know their academic targets.
- ◆ Be enthusiastic about Social Studies.
- ◆ Contribute to the maintenance of a purposeful working environment.
- ◆ To assist in the monitoring of data and intervene where necessary.
- ◆ To assist in the monitoring of student behaviour and intervene where appropriate.
- ◆ To liaise with the Social Studies coordinator in the primary phase to ensure that Social Studies is well taught and there is a high standard of attainment and achievement in the primary phase.



Leading, developing and enhancing the teaching practice of others and managing staff

The tasks associated with the role of Head of Social Studies are specifically to:

- Implement school policy on monitoring and evaluating the work of the department. This will include undertaking lesson observation, giving feedback to staff and where appropriate setting targets to improve the quality of teaching.
- Lead the production and updating of schemes of work. These should ensure curriculum coverage, continuity and progression in Social Studies for all pupils, including those of high ability and those with special needs.
- Co-ordinate the production of tests and examinations in Social Studies.
- Keep parents well informed about their child's achievement in Social Studies and ensure that all information sent to parents is of a high standard.
- Direct and supervise the work of teachers delivering Social Studies.
- Lead the production of the Social Studies Handbook and update it regularly.
- Provide information and participate in Threshold Assessment and Performance Management processes.

The outcomes that are associated with this element are that teachers of Social Studies will:

- ◆ Work together as a team with shared aims.
- ◆ Plan and deliver lessons, using the Social Studies programme of study, where objectives are shared and reviewed.
- ◆ Support the aims of the school and understand how their team role relates to the school's aims.
- ◆ Have detailed job descriptions which set out their responsibilities and duties.
- ◆ Ensure that all pupils are prepared adequately for public examinations.
- ◆ Keep parents well informed about their child's achievement in Social Studies and ensure that all information sent to parents is of a high standard.
- ◆ Monitor the academic progress of the pupils in their teaching groups.
- ◆ Advise the Head of Social Studies and members of the Leadership Team on matters affecting the pupils in their groups.

Monitoring and accountability

The tasks that are associated with this element are to:

- ◆ Provide information, advice and analysis for the Headteacher and other senior managers so that they can understand the issues affecting the progress of individuals or groups in Social Studies.
- ◆ Monitor, evaluate and review the impact of interventions and resources for Social Studies.
- ◆ Respond to other adults and agencies who require up to date information about Social Studies presented in a concise and accurate manner.



Working as part of a team:

The outcomes associated with this element are teachers who:

- Support Social Studies, phase and school by implementing school policies consistently;
- Value working with others and understand that as professionals we need feedback in order to help us to improve;
- Share resources and engage in collaborative working, playing a full part to secure the best outcomes for young people;
- Prepare for meetings and participate in them;
- Work as members of teams in a range of roles and actively promote effective team work as a means to achieve the highest professional standards;
- Provide support and challenge to one another;
- Meet the deadlines requested by others, including being punctual to class and meetings;
- Treat colleagues with respect and dignity.

And any other duties as required.



This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements.

Suitable candidates will:

	Essential	Desirable
Qualifications, Educational, Training	<ul style="list-style-type: none"> • Good honours degree in Sociology, Psychology, Philosophy or a degree with a significant content of any of these subjects. • QTS 	<ul style="list-style-type: none"> • Professional qualification • Postgraduate qualification e.g. Masters' degree • Recent relevant in-service training
Relevant Experience	<ul style="list-style-type: none"> • Successful teaching experience up to Advanced Level. • Experience of significant responsibility within a social studies department (e.g. 2nd in department; key stage coordinator role; etc.) 	
Knowledge, skills, abilities	<ul style="list-style-type: none"> • Excellent social studies knowledge and understanding. • An enthusiasm for social studies and the ability to generate this in others. • Be able to maximise the achievements of <u>all</u> students. • Very good communication skills with pupils, parents and colleagues. • Ability to manage a class effectively and promote excellent behaviour. • Ability to plan, organise, review and adapt. 	

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Candidate Specification: Head of Social Studies



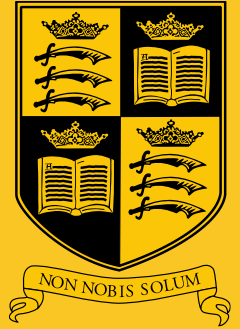
	<ul style="list-style-type: none"> • Be able to support and carry out departmental and whole school policies and procedures. • Ability to show initiative. • Ability and willingness to ensure good discipline and adherence to school rules. • Good organisational and record keeping skills. • Excellent IT skills. • Ability to lead and work as part of a team. • Ability to manage and motivate others. 	
Leadership	<ul style="list-style-type: none"> • Ability to motivate, support and inspire trust in others. • Ability to confront and resolve problems. • Ability to innovate and manage change. 	<ul style="list-style-type: none"> • Ability to lead INSET.
Staff development	<ul style="list-style-type: none"> • A commitment to further training and a willingness to participate in the relevant CPD • Willingness for lessons to be observed as part of the school's QA processes (e.g. learning walks) • Willingness to be engaged in school to school support. 	
Others	<ul style="list-style-type: none"> • Commitment to the aims and ethos of the school. • Involvement in school working parties, or research groups. • Willingness to organise, plan and be involved in extra-curricular activities, including trips • Commitment to pastoral care. • A commitment to maintaining confidentiality and discretion inside and outside school. • Flexibility and a willingness to be involved in change. • Commitment to staff development. • A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour. 	
Safeguarding	<ul style="list-style-type: none"> • Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people. 	

How to apply

You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



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