

HEAD OF SOCIAL SCIENCES
MPR + TLR2A
Required for September 2021

Job Purpose

To lead and manage the Social Sciences department, promoting the departmental development and progress at all key stages.

To be an outstanding teacher and leader of Psychology and Sociology, with line management of teacher(s) of Health and Social Care.

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively and can take responsibility for students who progress and achieve well.

To facilitate and encourage a learning experience which provides students with the opportunity to achieve and exceed their individual potential.

To promote the Catholic ethos of the college.

Overall Responsibilities and Tasks

- Taking responsibility for the pastoral care of a tutor group within the sixth form.
- To participate in meetings at college which relate to the curriculum of the college or the organisation and administrations of the college, including pastoral arrangements.
- To promote the general progress and well-being of individual students, and groups of students.
- To communicate and consult with parents of assigned students and to contribute in meetings with parents as required.
- To supervise and, so far as practical, teach any students whose teacher is not available to teach them as allowed within the STPCD.
- To carry out a share of supervisory duties in accordance with published schedules as directed by the Principal to ensure the Health and Safety of all members of the college community.
- To attend calendared meetings of the relevant Year Group, including Parent's Consultation Evenings.
- To carry out all reasonable duties as directed by the Principal.

Strategic Planning

- Contribute to student's spiritual, moral and cultural development.
- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the department.
- The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.

Teaching and Learning

- To be responsible for planning and preparation of courses and lessons.
- To teach assigned students according to their educational needs, including the setting and marking of work to be carried out by their students in college or elsewhere.
- Marking students' work and giving feedback; ensuring departmental procedures for effective assessment, recording and reporting are carried out.
- To employ teaching strategies that engenders enthusiasm and raises the aspirations of all students.
- To review, from time to time, teaching strategies and programmes of work.
- Contribute to the development of enrichment activities to enhance teaching and learning including exchanges, trips and competitions.
- To maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the college premises and when they are engaged in authorised college activities elsewhere.

Principal. Richard May BSc Hons

Bishop Milner Catholic College, Burton Road, Dudley, DY1 3BY

T. 01384 889422 E. info@bmilner.dudley.sch.uk www.bmilner.dudley.sch.uk

- To ensure that each student has a target examination grade.
- To lead the arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations, recording and reporting such assessments; and participating in arrangements to support students during such examinations.
- To provide, develop and contribute to, oral and written assessments, reports and references relating to individual students or groups of students.
- To manage the work of Teaching Assistants within their teaching groups.

Curriculum Development

- To lead the department, with other teachers, in the development and preparation of courses of study, teaching materials, teaching programmes and assessment arrangements.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To support and engage in cross curricular developments.
- To keep up to date with and respond to national developments in the relevant subject areas and teaching practice and methodology.
- To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.

Staff Development

- To take part in the colleges staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Appraisal review process.

Management Information

- To maintain appropriate records and to provide relevant accurate and up to date information for SIMS registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.
- To identify and take appropriate action on issues arising from the data and reports, setting deadlines where necessary and reviewing the action taken.
- To produce reports on department related matters for a range of audiences (including SLT, Governors etc) when appropriate.

Pastoral System

- To act as a Form Tutor to an assigned group of students
- To be responsible for the daily marking of the register and ensuring that all information kept in the register is maintained and up to date.
- To make reports on the personal and academic progress of students in their assigned Tutor group.
- To provide/contribute to references for the students in your care e.g. UCAS, college placements, job interviews, post-16 progression etc.
- To communicate individual student needs to relevant staff.
- To communicate with parents of students in assigned Tutor groups and co-operate with outside agencies as appropriate.
- To provide guidance and advice for students on educational and social matters as appropriate including information about the source of more expert advice on specific questions.
- To support students in all activities relating to their spiritual development e.g. Assemblies, Mass, daily prayer etc.
- To contribute to the production and delivery of resources that underpin the personal, moral spiritual education of the students within the college.

Ethos

- Promote an ethos and culture within the department that are in line with achieving the aims of the college.
- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
- To undertake any other reasonable duty requested by the Principal.

**Closing Date: Monday 19 April 2021, midday.
Interviews Thursday 22 April 2021**