

Job Description

Job Title: Head of Social Sciences

Location: Bexleyheath Academy

Hours of work: Full time

Reports to: Senior Leadership Team

Purpose of the Role:

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of students as a Teacher in order to facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

To contribute to raising standards of student attainment and achievement.

All teachers share in the corporate responsibility for the well-being and discipline of all students and be accountable for the achievement of the students they are teaching.

Responsibilities:

Teaching

1. Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
3. Participate in arrangements for preparing pupils for external examinations.

Whole school organisation, strategy and development

4. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
5. Work with others on curriculum and/or pupil development to secure coordinated outcomes.

Health, safety and discipline

6. Promote the safety and well-being of pupils.
7. Maintain good order and discipline among pupils.

Management of staff and resources

8. Direct and supervise support staff assigned to them and where appropriate, other teachers.
9. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
10. Deploy resources delegated to them.

Professional development

11. Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.
12. Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

Communication

13. Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	A good honours degree or its equivalent and a PGCE or its equivalent	
Knowledge/Experience	Specific knowledge/ experience required for the role	<p>Have a detailed knowledge of National Curriculum requirements of their subject</p> <p>Able to plan lessons effectively, setting appropriate and demanding expectations for students' learning</p> <p>Able to mark and monitor students' class and homework, provide constructive oral and written feedback, set targets for students' progress and provide informative reports to parents.</p>	Some teaching experience in a school with a similar context
Skills	Abilities	<p>Ability to motivate and interest pupils.</p> <p>Ability to set and attain high standards from pupils.</p> <p>Effective approaches to behaviour management.</p> <p>Ensures effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained.</p>	Ability to use ICT

		Maintains own professional development.	
Personal Characteristics	Behaviours	<p>Displays energy, enthusiasm and commitment.</p> <p>Is able to prioritise and work under pressure.</p> <p>Communicates effectively with students, colleagues and parents.</p> <p>Is able to establish good working relationships with colleagues.</p> <p>Sets self high standards and targets.</p> <p>High degree of commitment to subject and teaching children.</p> <p>Generosity with personal time and effort.</p> <p>Good interpersonal and communication skills.</p>	
Other		Excellent punctuality and time management	Willingness to contribute to extra-curricular activities
Special Requirements		<p>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</p> <p>Right to work in the UK</p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</p>	