



JOB DESCRIPTION

Subject Leader: Social Sciences
(Social Sciences includes (but is not limited to): Sociology, Criminology, Psychology and Health and Social Care)

TLR 2.3

This job description is based upon the National Standards for Subject Leaders document. For further clarification of any point please refer to the National Standards for Subject Leaders document.

A. GENERAL (see generic document)

B. SPECIFIC

Immediate Line Manager: Attached Leadership Member

Overview: To be responsible for the overall provision of Social Sciences within the school. To lead the Social Sciences Department by being a role model in all areas, sharing a clear vision and direction for the department in partnership with the Attached Leadership Member. To encourage and support the team, praising and holding all members of the team to account as necessary.

1) Leadership and management: To be responsible for the strategic direction and development of Social Sciences, in discussion and consultation with the Attached Leadership Member through:

- 1.1 Attending weekly meetings with the Attached Leadership Member, and with the other TLR holders within the Social Sciences Department as agreed.
- 1.2 Attending and contributing to department meetings, lead/chair department briefings and meetings, leading other briefings as required.
- 1.3 Developing and implementing departmental policies and practices for Social Sciences in line with department and whole school expectations. Embedding any new policies and procedures into the department, reviewing and evaluating these.
- 1.4 Being responsible for Social Sciences priorities for development as agreed with the Attached Leadership Member, and evaluating progress on these areas with identification of clear targets for improvement.
- 1.5 Monitoring and evaluating the progress made in achieving the department's plans and targets, including ensuring the writing of the examination and departmental review for Social Sciences.

- 1.6 Lead the relevant TLR holders (if applicable) ensuring they are clear in their roles, supported and trained with new responsibilities and held rigorously to account in order that they are effective. Be a role model for the standards and professionalism you expect.
- 1.7 Ensuring implementation of school policies on issues such as equal opportunities, teaching and learning, assessment and marking, behaviour management and the promotion of independent learning.
- 1.8 Promoting progression routes and careers in Social Sciences.
- 1.9 Communicating with parents/carers as needed, or delegating contact where appropriate, to relevant TLR.

2) Curriculum: To be responsible for the strategic direction and development of the Social Sciences curriculum, leading and supporting relevant TLR holders as appropriate:

- 2.1 Staying abreast of national priorities and developments and ensuring that the Attached Leadership Member and the Social Sciences department are kept informed. This includes attending relevant external insets, e.g. Borough meetings, examiners feedback, as appropriate.
- 2.2 Ensuring progression in Social Sciences from Key Stage 3 to Key Stage 5 is coherent and provides the key skills/ processes/ knowledge/ understanding needed for the next stage eg relevant Key Stage 4 Social Sciences concepts are explicit in Key Stage 3 schemes of work.
- 2.3 Ensuring the production of a clear curriculum plan which has clarity of expectations for each half term with respect to coverage, assessment, tracking, homework, QA and interventions. This should also include both time and best practice strategies to prepare students for linear exams, eg through revision and synoptic preparation.
- 2.6 Ensuring regular communication with parents/carers, keeping them informed on student progress in Social Sciences and interventions, as well as providing course information and checking data collection/report information. This may include running Social Sciences specific parent/carers workshops and/or attending Parents' Evenings/meetings to support the delivery of Social Sciences.
- 2.7 Developing links with other members of the local community in order to extend the Social Sciences curriculum, enhance teaching and develop students' broader understanding of the subject in the wider context.
- 2.8 Representing the Social Sciences Department on various curriculum groups and school events.

3) Teaching and Learning: To be responsible for the securing and sustaining of effective teaching of Social Sciences, leading and supporting relevant TLR holders as appropriate:

- 3.1 Ensuring the provision of clear guidance and support for teaching Social Sciences through developing, reviewing and improving schemes of work for all Social Sciences units. This

could include delivering INSET on areas of expertise as required and sharing good practice in meetings and briefings.

- 3.2 Ensuring the provision of revision programmes/lessons for all external and internal exams, overseeing the content and delivery of these. Providing guidance to staff on the planning and delivery of revision lessons, and evaluate their success.
- 3.3 Encouraging and developing opportunities for further revision or independent learning through extracurricular activities, such as subject specific IT resources and Google Classroom as appropriate.
- 3.4 Supporting the Attached Leadership Member in carrying out quality assurance procedures in Social Sciences and, through tracking student progress, lesson observation, learning walks, student voice, marking scrutiny and other quality assurance methods as necessary. Using this to inform and take action to improve further the quality of teaching and learning in Social Sciences. This will include coaching, small group and departmental INSET and the sharing of good and excellent practice.
- 3.5 Working effectively with the Attached Leadership Member and other members of the department to support and advise as appropriate, including the induction of new staff into the department and the overseeing of allocated ITT (if applicable).
- 3.6 Establishing resource needs for Social Sciences and making recommendations for improvement to the Attached Leadership Member.
- 3.7 Ensuring the effective and efficient management and organisation of learning resources for Social Sciences, including ICT, and curriculum links with the LRC.
- 3.8 Promoting and managing accommodation to create an effective and stimulating environment for the teaching and learning of Social Sciences, providing a good practice example in your own room and relevant corridors.
- 3.9 Ensure appropriate strategies are promoted within the department to support the progress of student groups, particularly those designated Pupil Premium or SEN.

4) Assessment. Tracking. Intervention. To be responsible for the effective use of assessment, data analysis and intervention in Social Sciences, leading and, if applicable, supporting relevant TLR holders as appropriate:

- 4.1 Overseeing the mapping of a clear departmental assessment policy in line with school/department guidance and tracking requirements, and ensuring all areas of Social Sciences follow the policy. This includes having a calendar of assessments, with clear expectations and deadlines, and a programme of examinations/tests and other assessment activities that are fit for purpose, providing internal examination papers and external examinations entries as required.
- 4.2 Ensuring that departmental assessment policy and marking procedures for Social Sciences are followed in line with department and school guidance, and monitoring and evaluating

these procedures. This includes ensuring all tracking sheets/electronic mark books are updated after assessments according to deadlines set.

- 4.3 Ensuring staff are using the school's online homework system to set homework in line with the school/departmental homework policy and that it is of an appropriate standard.
- 4.4 Oversee data collection processes ensuring instructions are shared and deadlines met.
- 4.5 Analysing a range of data, reporting to the Attached Leadership Member, to form an overall view of individual student progress in their course and use this to:
 - inform expectations and target setting, policies, practices, teaching methods
 - feedback findings and actions to the department, track follow up and assess their impact chasing up staff where required
 - monitor and track all internal and external exam results and implementing appropriate intervention strategies
 - ensure that student attainment is monitored and tracked; to devise and implement intervention strategies to support underachieving students
 - embed the use of target setting and assessment for learning.
- 4.6 Overseeing progress of different groups in Social Sciences eg Pupil Premium, MAGT, and using this to provide intervention and/or celebrate success. Ensure parents and students are clearly communicated with.
- 4.7 Overseeing the organisation of moderation and marking sessions in order that the standardisation of assessments and examinations can be maintained.

5) Behaviour: To be responsible for managing student behaviour in Social Sciences, leading and, if applicable, supporting relevant TLR holders as appropriate:

- 5.1 Overseeing all aspects of behaviour for learning, and developing a culture of achievement and success, including the consistent use of rewards. Promoting student achievement for students in Social Sciences within the department and across the school e.g. rewards, newsletter, displays, assemblies etc.
- 5.2 Promoting effective departmental behaviour management strategies. This includes overseeing the department behaviour processes and raising any ongoing concerns with the Attached Leadership Member.
- 5.3 Supporting the teachers of Social Sciences and offering advice and support with regard to student behaviour and learning activities.

6) Staffing: To be responsible for leading and managing staff involved in the teaching of Social Sciences, leading and supporting relevant TLR holders as appropriate through:

- 6.1 Working effectively with other members of the department to support the work of staff (including support staff) in the delivery of Social Sciences including ensuring appropriate cover work is provided in the case of short term teacher absence.

- 6.2 Identifying training needs for teachers in the teaching of Social Sciences and supporting and co-ordinating the delivery of appropriate high quality professional development.
- 6.3 Inducting new staff with particular emphasis on the needs of trainee and newly qualified teachers, including being an NQT mentor (if applicable). Providing new teachers with specific advice on Social Sciences teaching and learning strategies as needed.
- 6.4 Ensuring that the Attached Leadership Member, the attached Leadership member(s), the Headteacher and Governors are kept well informed of all relevant matters. This will include writing a Social Sciences Governors' report as part of the department report.
- 6.5 Appraising teaching and support staff as required by the school policy and using the process to develop the personal and professional effectiveness of the appraisee(s).