

Post: Head of Social Sciences incorporating the curriculum areas of Criminology, Law, Psychology and Sociology

Responsible to: Assistant Headteacher (Sixth Form)

Job purpose: Be accountable for leading, managing, developing the department and the associated student development across the curriculum

Ensure an impact on the progress of students beyond his/her assigned students

Lead, develop and enhance the teaching practice of Departmental staff

Have line management responsibility for the Departmental teaching staff involved in the delivery of Criminology, Law, Sociology and Psychology

Promote high quality teaching and learning and to hold high expectations of each student both in terms of achievement and good behaviour

To be successful in this role the postholder will be required:

Staff

To monitor the teaching of all staff in the department.

To advise departmental staff on discipline of students and also, in conjunction with more senior staff, to placement of possible visiting student teachers with classes. Detailed monitoring and reports on student teachers and teachers new to the profession will be needed.

To support and encourage the professional development of all departmental staff, especially through the provision of appropriate opportunities for responsibility and participation in the work of the department. All members of the department should be offered and encouraged to accept particular responsibilities irrespective of the duties allocated to allowance holders.

To supervise the induction of all new departmental staff.

To identify the development needs of the department as a whole, and of its individual members.

To review the performance of members of departmental staff as reasonably requested.

To arrange regular meetings, considering on an ordered agenda, departmental administration, general and specific aims and issues related to whole school policies. To keep clear minutes of departmental meetings.

To attend Head of Department meetings and to communicate the work of the department to the school.

To ensure the policies of the School and the Department are understood and effectively carried out.

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Curriculum

To plan a whole range of students' learning experiences, within the context of the school's broad aims and objectives.

To quality assure curriculum schemes of work with subject teachers and to review it constantly so that it deals not only with content but with teaching methods and techniques. The syllabus should be in enough detail to indicate the work to be covered by each class in each year.

To set clear departmental targets in line with whole school aims and targets; to translate the departmental targets into targets for the students; to develop a process to measure the

To organise and administer internal and external examinations in consultation with the Examinations Officer e.g. to set and mark internal exam papers, to supervise and check external entries.

To evaluate departmental progress and priorities and to communicate them to the SLT link and, through him, to the Governors and other interested bodies.

Students

To monitor and assess students' progress and needs, and to communicate with parents on these matters through reports and parents' evenings. To monitor and evaluate students' progress in line with school policies such as value added ALPS.

To maintain appropriate student records as a basis for target setting and for value added assessments relating to individuals, groups of students or year groups.

To help to supervise the guidance, discipline and welfare of students in association with colleagues who have special responsibilities in this field.

Resources

To evaluate, select and help produce appropriate learning materials with the help of departmental staff.

To provide guidance on the effective utilisation of resources. To ensure that there are clear links between the targeted educational outcomes and the allocation of resources. To oversee the ordering of materials.

To be responsible for the physical and budgetary control of departmental resources. To requisition books, stationery, apparatus etc. needed by the department. To keep an accurate inventory for non-expendable items above a certain value e.g. computers.

To have oversight of display areas associated with subject teaching rooms, and display areas assigned to the department to ensure a high standard of visual display in order to enhance the environment, to create impact and emphasise particular aspects of the curriculum. This especially applies to subject rooms and also those rooms within a department are grouped together for teaching, where it becomes possible to create a unique and varying experience for each student as they enter a particular part of the school.

