

Bishop Ramsey CE School Head of Social Studies Job Description



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| Job Title | Head of the Social Studies Faculty | |
| Grade | MPS + TLR 1B (Outer London) | |
| Immediate Supervisor | Curriculum Advisor from Leadership Team | |
| Supervision exercised | Directly | Named members of the Faculty, including Heads of Department |
| | Indirectly | All teachers in the Faculty, Foreign Language Assistant and Support staff assisting the work of the Faculty |
| Contacts | Internal | All teaching and relevant support staff |
| | External | Parents, LEA Inspectors and Advisory Teachers, Trustees |

Main Purpose of the Post

To provide strategic direction and development for the Faculty to ensure that it is well led, managed and looking for continuous improvement.

To manage the teaching and learning of all the students in the Faculty, by ensuring that the curriculum needs of students in the Faculty are catered for and that those students can make effective progress with their studies and achieve their full potential.

To lead and manage all the staff working within the Faculty to ensure that the teaching delivered by those in the Faculty is of the highest possible standard.

To provide quality assurance by evaluating the work of the Faculty, ensuring that the teaching and learning are of the highest standard through effective monitoring processes within the Faculty.

Accountabilities

As Head of Faculty for Social Studies, you are accountable for the standards achieved and the progress made by the students taught by the Faculty; for the quality of teaching in the Faculty and the curriculum and extra-curricular activities offered by the Faculty.

The post holder will be professionally accountable for the work of all staff working within the Faculty, acting as the Professional Review Manager for staff as indicated in the Staffing Structure.

KEY TASKS

To uphold the ethos, aims and administration of the school.

To safeguard and promote the welfare of children and young people, and to follow school policies and the staff code of conduct.

To act as a role model for the Faculty.

To become involved in, or to initiate, activities which help the school to improve the teaching and learning of its students.

Strategic Direction and Development

To provide a clear vision for the Faculty which is articulated to the other members of the Faculty.

To develop a well designed and well resourced curriculum consistent with the school's aims and objectives, and the requirements of the National Curriculum and Examination Boards which meets the needs of all the students taught by the Faculty.

To be the lead person in the evaluation and review of the schemes of work produced for the discrete courses offered within your department.

To evaluate and review programmes of study, faculty policies and the Faculty Handbook on an annual basis.

To identify areas of innovation which could be built into the Faculty Development Plan.

To produce an annual development plan, in consultation with all members of the Faculty, where key priority areas for development are clearly identified.

To review the development plan throughout the year, in consultation with all members of the Faculty.

To make recommendations to the Headteacher as to the future direction of the Social Studies Curriculum on offer as part of the Core Curriculum for all students and as part of the Option Systems at Key Stage 4 and Key Stage 5.

To develop and maintain links with business people in the community to try and involve industrialists in the life of the school in an effective manner.

To liaise with other Heads of Faculty/Heads of Department, Year Directors, Leadership Team and with trustees, parents, primary schools and the wider community as appropriate.

To contribute to the management of the whole school, including attendance at Heads of Faculty/Middle Leaders meetings.

To contribute to the development of school policies.

To ensure that the Faculty offers a full range of appropriate extra-curricular opportunities for students.

To work with other faculties/departments to encourage extra-curricular links and take the lead in delivering certain areas.

Management of Teaching and Learning

To encourage the use of good practice in the delivery of the curriculum by holding meetings, training sessions and coaching workshops.

To encourage the use of good practice by organising and leading a programme of classroom observations for all members of the faculty each year, as per the Faculty Monitoring Programme.

To ensure that students' experience of learning Social Sciences is enriched by appropriate opportunities to use ICT.

To make use of the student data and learning styles of each teaching group to support members of staff to develop appropriate teaching and learning strategies.

To support all members of the Faculty in the use of the Teaching Assistant so that the teaching and learning of the students in the teaching group is enhanced.

To arrange and review setting arrangements in line with school procedures across the Faculty.

To ensure that cross-curricular themes are taught within the Faculty as required.

To be responsible for incorporating the teaching of Work Related themes into schemes of work across the Faculty and for liaising with the Head of PSHCE.

To ensure that relevant assessments, consistent with the demands of the National Curriculum and Examination Boards, are in place throughout the Faculty.

Leading and Managing Staff

To be the line manager directly of named members of the Faculty and indirectly of all teachers and other colleagues allocated to the Faculty, as indicated in the school's line management structure.

To take responsibility for holding regular faculty meetings in line with the school's calendar and to ensure that faculty staff are aware of discussions and decisions made by the decision making groups of the school.

To support other members of the Faculty with strategies to promote good behaviour in the classroom.

To identify and support the professional development of colleagues.

To supervise the work of TLR holders in the Faculty and to delegate tasks to all members of the Faculty, where appropriate, to promote the professional development of colleagues.

To allocate the teaching groups to members of the Faculty in a fair and equitable manner so that all teachers experience classes across the age and ability range wherever possible.

To ensure that all members of the Faculty are aware of school and Faculty policies and act on them.

To liaise with the Head of Inclusion over the use of Teaching Assistants.

To be responsible for the support and guidance of ECTs, SCITT Trainees and PGCE Trainees working within the Faculty.

To advise on the appointment of staff to the Faculty.

To ensure the administration of the Faculty is carried out efficiently, using the support provided.

To be the line manager of a number of members of staff as directed by the Head of School.

To act as a Review manager in the school's Performance Management Scheme.

To ensure that the Faculty carries out its duties and responsibilities under Health and Safety Regulations.

Efficient and Effective Deployment of Staff and Resources

To maintain an attractive learning environment, displays of students' work and other appropriate education information relevant to your subject area in Faculty teaching rooms.

To manage the Faculty capitation allocated, ensuring that it is allocated equitably between the departments and Key stages.

Quality Assurance

To lead the process of self evaluation of the Faculty according to the published policy.

To review the standards of teaching and learning throughout the Faculty on an annual basis.

To ensure that relevant and differentiated homework is given according to the published timetable.

To ensure the monitoring and moderation of the marking of students' work for internal and external purposes is carried out across the Faculty as per the Faculty Monitoring Programme.

To ensure that the marking of students' work is in line with the school's common marking policy and its Assessment Policy.

To ensure that accurate and meaningful records of students' progress are kept across the Faculty and are disseminated to all members of the Faculty.

To ensure that the reports written by the Faculty are detailed, accurate and are available according to the published timetable.

To ensure that the Faculty keeps accurate and meaningful records of assessments carried out as part of the requirements of the National Curriculum and Examination Board and that they are in line with the school's Assessment Policy.

To observe colleagues at work to aid their future professional development and to inform judgements made about the teaching and learning received by the students.

To advise the Headteacher/ on staffing issues eg Threshold Applications, Upper Pay Spine, references etc.

To ensure that the published Faculty Monitoring Programme is carried out.

To ensure that appropriate cover work is set by all teachers across the Faculty when they are absent from their class.

Other Tasks

To undertake such teaching duties as required by the Executive Head in accordance with teacher regulations currently in force.

To maintain a record of equipment and resources bought by the department, or which has been allocated to the department by the school.

| PERSON SPECIFICATION | | | | | |
|--|-----------------------|---|--|---|---|
| CRITERIA | Essential / Desirable | | | Assessed by application / interview process | |
| | E | D | | A | I |
| QUALIFICATIONS AND REQUIREMENTS | | | | | |
| Honours Degree or equivalent. | √ | | | √ | |
| Qualified Teacher Status. | √ | | | √ | |
| EXPERIENCE | | | | | |
| A proven record of successful classroom teaching | √ | | | | √ |
| Some evidence of interests outside your main teaching area | | √ | | | √ |
| Experience of teaching across the full age and ability range | √ | | | √ | |
| Experience of school responsibilities, which have provided a thorough preparation for this post. | √ | | | √ | √ |
| Experience of school responsibilities across a range of extra curricular areas. | √ | | | √ | √ |
| KNOWLEDGE AND SKILLS | | | | | |
| Knowledge of current educational issues to provide direction and leadership for the Faculty | √ | | | | √ |
| To be able to use student data effectively to monitor the progress of individual students and to compare the standards achieved by the Faculty | √ | | | √ | √ |
| A knowledge of Information Technology to carry out the key tasks outlined | √ | | | | √ |
| Administrative skills to support the work of the staff | √ | | | | √ |
| Management skills to create and foster commitment and confidence among staff. | √ | | | | √ |
| The ability to communicate effectively with students and adults | √ | | | | √ |
| PERSONAL QUALITIES | | | | | |
| Commitment to the best interests of students | √ | | | | √ |
| Willing and able to take responsibility | √ | | | √ | √ |
| The ability to motivate, guide and support colleagues | √ | | | √ | √ |
| The ability to create and foster a team approach to the work of the Faculty | √ | | | | √ |
| The ability to represent the Faculty and share its views with the Leadership Team and Trustees | √ | | | | √ |
| Enthusiasm and sense of humour | √ | | | | √ |
| An ability to co-operate with colleagues | √ | | | | √ |
| Reliability and integrity | √ | | | | √ |
| A commitment to your own development as a leader and as a teacher | √ | | | √ | |
| SPECIAL REQUIREMENTS | | | | | |
| Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School | √ | | | √ | √ |

Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people. The successful applicant will be required to undergo an Enhanced DBS check. This commitment extends to organisations providing services to the school.