

JOB DESCRIPTION

HEAD OF SOCIAL SCIENCE [ASSISTANT CURRICULUM LEADER] – TLR 2B

Salary

A TLR 2B allowance will be paid in addition to the potholders' substantive salary.

Line of Responsibility

The Head of Social Science is directly responsible to the Humanities Curriculum Leader.

Line Management

The Head of Social Science is responsible for the performance of all staff delegated by the Curriculum Leader within the Curriculum team and may be required to act as a reviewer within the school's performance management scheme.

Job Content

Strategic Purpose

- To support the Curriculum Leader and to deputise when and where appropriate.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Curriculum Area, in accordance with the aims of the School and the curricular policies determined by the Governing Body and Headteacher.
- To develop and enhance the teaching practice of others.
- To monitor and support overall progress and development of students as the Head of Social Science, Teacher and Tutor.

Operational Responsibilities

The Head of Social Science shall:

- Lead the development of appropriate specifications, resources, Schemes of Work, Marking Policies, Assessment and Teaching and Learning strategies within the designated area.
- Support the day-to-day leadership, management, control and operation of course provision, including the effective deployment of staff and other physical resources.
- Assist in monitoring and following up student progress including the analysis and evaluation of performance data.
- Work with colleagues to formulate aims, objectives and strategic plans for the Curriculum Area.
- Contribute to middle leadership across the School and the development of staff and students both within the Curriculum Area and beyond.
- Work with the Curriculum Leader to ensure that the continuing professional development needs of staff are identified and that appropriate programmes are designed to meet such needs.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Act as a positive role model to staff and students.
- Help develop effective teaching and learning in across the Curriculum Area.
- Ensure effective communication and consultation, as appropriate with parents, staff and outside agencies.

- Encourage students to get involved in extra-curricular activities within the Curriculum Area.
- Assist in the implementation of the School's Behaviour for Learning system within the Curriculum Area
- Help ensure a high quality learning experience for students, which meets individual needs and internal and external quality standards.
- Undertake such other appropriate duties as may be reasonably required from time to time by the Learning Coordinator. (See conditions of employment below)
- Support the delivery of the School's Careers Academy Programme

Performance Management

The Head of Social Science will agree professional targets annually with the appropriate Curriculum leader, who will monitor and review her/his performance in accordance with the school's performance management policy.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

To uphold the school's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document, including all of the conditions of employment of teachers other than head teachers set out in Part 12 of Section 2 of the same.

Particular attention is drawn to Section 66 of the above document – *'teachers with leadership or management responsibilities shall be entitled so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities'*.

The post holder may be required to perform any other reasonable tasks after consultation.

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 constructed.

This 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 at any time after consultation with the post holder.

All staff members participate in the school's performance management scheme.

PERSON SPECIFICATION

HEAD OF SOCIAL SCIENCE [ASSISTANT CURRICULUM LEADER] – TLR 2b

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> • Qualified teacher status • Evidence of involvement in continuing professional development activities 	<ul style="list-style-type: none"> • Accredited or certificated further CPD or Training
Experience	
<ul style="list-style-type: none"> • Of supporting and developing students within a Curriculum Team • Of child-safeguarding issues and successful use of measures that promote and ensure the safeguarding of young people • Of contributing to successful improvement strategies • Of liaison with parents • Evidence of having used recent and relevant in-service training to impact on classroom practice 	<ul style="list-style-type: none"> • Experience of leading others • Teaching KS5 ICT
Knowledge/Skills	
<ul style="list-style-type: none"> • Raise standards for all in the pursuit of excellence • Deliver choice and flexibility in learning to meet the personalised learning needs of every student • Support aspects of school self-evaluation. • The characteristics of high quality teaching in the Curriculum Area and the main strategies for improving and sustaining high standards of teaching, learning and achievement of all students • How to use comparative data, together with information about students’ prior attainment, to establish benchmarks and set targets for improvement • Demonstrate personal enthusiasm for and commitment to the learning process • Demonstrate the principles and practice of effective teaching and learning 	<ul style="list-style-type: none"> • Demonstrate personal enthusiasm for and commitment to the learning process • Demonstrate the principles and practice of effective teaching and learning. • Acknowledge excellence and challenge underperformance • Understand the strengths and weaknesses of the Curriculum Area through the use of data • Support a culture that recognises and takes account of the richness and diversity of the community.
Personal Attributes	
<ul style="list-style-type: none"> • Effective team working • Continuing professional development for self and others • Support distributed leadership and management • The sustaining of personal motivation and that of colleagues • Assist in developing and sustaining a safe, secure and healthy school environment • Collaboration with others in order to strengthen the Curriculum Area’s organisational capacity 	<ul style="list-style-type: none"> • Managing “difficult conversations” effectively • Effective feedback and actions to improve personal performance • A culture of accepting support from others • The delegation of management tasks and the monitoring of their implementation • Creatively anticipating and solving problems