



Job Description

Job Title: Teacher in Charge: Government and Politics

Reporting to: Faculty Leader

Salary Range: Teaching & Learning Responsibility (2c)

Main Duties and Responsibilities

Job Purpose:

To manage and oversee the day to day work and the strategic and long-term development of the subject to ensure that the aims of the school are effectively translated into high quality classroom practice. To raise attainment and achievement within the subject area.

Key Areas of Responsibility:

I. Staff

- I.1 To ensure that all staff in the subject area fulfil their duties as set out in their job description and follow normal school procedures
- I.2 To oversee the professional performance of staff and provide and give advice on appropriate INSET.
 - Ensure that staff are kept abreast of recent developments in the subject area.
 - Lead, develop and enhance the teaching practice of other staff
- I.3 To oversee arrangements for Beginning Teachers and GTP students:
 - Liaise with the Leadership Team member on allocating placements
 - Negotiate timetables and provide support and guidance throughout the placement.
 - Undertake classroom observation and prepare reports.
- I.4 To oversee arrangements for ECTs and OTT's as required:
 - Observe lessons and give constructive feedback.
 - Provide support and guidance throughout the year.
 - Work with the ITT Co-ordinator to prepare the interim and final report.
- I.5 To oversee cover arrangements and ensure that appropriate work is set.
- I.6 To lead by example to ensure high standards of professionalism, judgment and attendance in other subject staff
- I.7 To play a significant role in the development of whole school policy and practice
- I.8 To chair subject meetings (where appropriate) and keep appropriate minutes

2. Curriculum

2.1 To ensure that clear procedures for raising attainment are developed and implemented across the subject area.

- To implement and manage clear procedures, within school guidelines, to maintain highest standards of behaviour within the curriculum areas.
- To have a positive impact on the educational progress of all student studying the subject

2.2 To be responsible for the development and implementation of the subject area's curriculum and schemes of work:

- Co-ordinate preparation, delivery and evaluation of schemes of work, in accordance with school and National Curriculum requirements.
- Provide guidance on production of learning resources.
- Ensure consistent learning experiences for students and ensure the quality of teaching learning is continuously improved
- Provide guidance on student grouping.
- Encourage critical professional dialogue within the department.

2.3 To regularly monitor the delivery of the curriculum in accordance with the classroom observation policy and put corrective measures in place where necessary.

2.4 To liaise with other staff to exchange good practice and develop cross-curricular work including: within the Faculty and with other Subject Leaders, Inclusion, EAL, ICT etc

2.5 To liaise with agencies outside the school to enrich and broaden the curriculum.

2.6 To oversee a programme of extra-curricular activities including trips and visits.

2.7 To evaluate the department in accordance with school procedures, produce departmental action plans and participate in reviews of the subject

2.8 To regularly meet the line manager to discuss the work of the department

3. Assessment

3.1 To be responsible for all examining arrangements:

- All internal and external examinations are organised efficiently.
- Ensure all marking is completed promptly and appropriate records are kept.
- Oversee A level Teacher Assessment
- Analyse examination results each year and use data effectively
- Identify and implement strategies for improving examination results.
- Make arrangements for all internal examinations.

3.2 To regularly monitor students' work and ensure that the department follows the school's assessment policy.

3.3 To ensure that there are appropriate and accessible records of students' work using National Curriculum criteria where appropriate.

4. Communication

4.1 To write reports on the work of the subject area as requested.

4.2 To provide subject specific information to whole school documents whenever required.

5. Budget

5.1 To manage effectively the allocated budget and keep within spending limits using the principles of best value

6. Resources and the Learning Environment

6.1 To ensure that the learning environment is well-ordered, safe and stimulating:

- Lead by example to encourage a high standard of display work in classrooms and corridors.
- Ensure that the school's Health and Safety Policy is followed
- Oversee security of classrooms and departmental area.

6.2 To purchase appropriate and stimulating resources and ensure that these are used:

- Ensure that staff in the department make full use of ICT facilities and audio-visual resources

6.3 To have oversight of efficient stock control systems.

6.4 To create an effective working environment for staff within the department area.

7. General

7.1 To carry out any other reasonable tasks as required by the school leadership

7.2 You are advised to refer to the requirements for Subject Leaders as set out in the National Standards for Subject Leaders (TTA 1998) for further guidance.

Westminster City School
Teacher in charge of Government and Politics
Person Specification

Reporting to: Assistant Headteacher (6th Form)

	Essential	Desirable
Qualifications		
QTS	✓	
Good honours degree	✓	
Masters or further accredited study such as NPQ		✓
Regular and appropriate CPD	✓	
Experience		
Proven success of teaching Government and Politics at KS5	✓	
Some leadership and management experience within Social Studies department and proof of impact		✓
Experience in more than one school		✓
Leading whole school initiatives with demonstrable impact of improving student outcomes		✓
Knowledge of effective observation processes and coaching and/or mentoring of early career and/or experienced teachers	✓	
Leading extra-curricular activities, trips and educational visits		✓
Experience as an A Level Examiner		✓
Knowledge and skills		
A thorough understanding of current developments and initiatives in Government and Politics	✓	
Knowledge of recent developments in educational research and an understanding of the implications for curriculum planning and delivery	✓	
Up to date knowledge of current educational thinking on the impact of pedagogical approaches to enhance progress in Government and Politics	✓	
Knowledge of the principles and practice of useful and meaningful assessment design	✓	
Varied and successful teaching experience in secondary schools		✓
Proven record of raising attainment in Government and Politics	✓	
Knowledge of how to use data effectively to monitor and track progress	✓	
Knowledge of a range of effective intervention strategies	✓	
Knowledge of the best use of technology to improve progress and attainment		✓
Ability to monitor, review and evaluate the work of the school against current OFSTED criteria		✓
Knowledge of models and principles of leadership and how to apply them within a department context		✓
Ability to hold staff to account whilst providing excellent support		✓
Knowledge of effective quality assurance processes including effective classroom observation, student voice and work review	✓	
Knowledge of effectively supporting colleagues with the management of behaviour and relationships	✓	

Personal qualities and characteristics

Wisdom

- Clear and deep knowledge of the school history and context
- Deep knowledge of the student body including the cultural heritages represented
- Knowledge of the local area and its defining features
- Flexibility and ability to adapt positively to change
- Ability to make tough short-term decisions for long-term gain
- Ability to inspire and persuade others
- High level of emotional intelligence and the ability to listen intentionally to others

Integrity

- Honesty with self and others
- Admitting to mistakes
- Acting on commitments
- Commitment to the promotion of equal opportunity
- Willingness to support the Christian ethos of the school
- Commitment to the promotion of British values

Compassion

- Empathy in decision-making
- Kindness in challenging self and others
- Commitment to improving the life chances of the most disadvantaged
- Ability to adapt teaching to the needs of vulnerable learners
- Ability to manage sensitive matters with care and consideration

Excellence

- Commitment to continual improvement of subject knowledge
- Commitment to continual professional development
- Open to feedback and willing to act on it
- Unrelenting drive and determination to raise standards
- Energy, enthusiasm and stamina
- Strong 'presence' and ambassadorial skills
- Ability to communicate effectively to a wide range of audiences
- Ability to work under pressure and meet deadlines
- Ability to establish positive relationships with students, parents, staff and outside agencies