



Job Description: Acting Head of Sociology

Salary/Grade: MPS / UPS Plus TLR 2b for Head of Department Role

Reporting to: Assistant Headteacher

Purpose of the job

- To be directly responsible for the attainment and achievement of pupils and raising standards in the subject area
- To develop and enhance the teaching practice of others
- To lead manage and develop the subject area
- To manage and deploy teaching/support staff, financial and physical resources
- To work with the Headteacher and Governors in ensuring that school policies and procedures are understood and implemented by staff and pupils especially with regard to Health and Safety, Risk Assessments, COSHH, Equality of Opportunity and Social Inclusion.
- To assist the Headteacher in managing the school or such part of it as may be determined by the Headteacher and carry out other duties as may be requested from time to time.
- To perform duties as detailed in the School Teachers Pay and Conditions Document.

Accountabilities

Impact on educational progress beyond own pupil groups

- To ensure that all pupils are set attainment targets grounded in baseline data that are specific, measurable, achievable with challenge, relevant and timely
- To ensure that regular half-termly systematic pupil attainment tracking checks are carried out followed up and reported to the Headteacher, via your line manager
- To ensure curriculum coverage, continuity and progression in the subject for all pupils and that appropriate use is made of baseline data and value added identified
- To work closely with the team members to ensure the effective management of pupils placing emphasis on a positive system of care and support, social and personal development
- To take account of the needs of pupils on the special needs register and maintain effective links with the SENCO
- To ensure the effective development of pupils' literacy, numeracy and ICT skills through the subject
- To oversee the arrangements for homework
- To oversee the preparation of pupils for all assessments and examinations in the subject and reporting to parents
- To monitor pupil attendance at and behaviour in lessons and liaise with Heads of Year
- To encourage the display and celebration of pupils work in the school
- To liaise with parents and pupils providing guidance for options, 16+ and FE/HE courses

Leading developing and enhancing the teaching of others

- To keep up to date with local and national developments within the subject and with wider professional policy changes
- To ensure that staff development needs are identified and appropriate steps taken to meet these
- To undertake performance reviews and lead this work within the department
- To promote teamwork to enhance the quality of teaching and learning, motivation and working relations of staff
- To take part in the school's ITT programmes
- To ensure that development reflects the school's Improvement Plan priorities

Leading, managing and developing a subject or curriculum area or pupil development across the curriculum

To lead curriculum development within the team

To ensure that staff are following agreed curriculum policies and that appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies are in place in the department

To ensure that provision is made for differentiation within the teaching of the subject.

To work within the Academic Board to plan and implement a curriculum best suited to the needs of Langley Park School for Boys pupils

To ensure effective curriculum planning in the particular contexts of timetabling, examinations, assessment, special educational needs and attendance

To carry out processes of school self-evaluation and action planning to produce departmental and whole school improvement.

To carry out a systematic programme of book searches and similar curriculum audits and report to the Headteacher

To assist the Headteacher with buildings and premises development issues taking responsibility for the condition of subject area teaching space

To create and maintain a stimulating environment for teaching and learning

To complete an annual report to governors

Line Management and Leadership of Staff

To maintain a handbook containing all relevant policies and schemes of work

To ensure that monitoring of teaching and learning takes place to ensure common standards across the team and that action follows from the conclusions drawn

To ensure the welfare, performance management and training of staff

To make arrangements for work to be provided for classes where staff are absent and to monitor the impact of longer-term staff sickness of classes learning and progress, recommending necessary action

To provide disciplinary support to staff.

To liaise with outside agencies and actively support the school's enterprise and partnership work

To ensure that the department is addressing the school's Mathematics and Computing Specialist objectives and that the development of the use of ICT to support teaching and learning is a priority.

To administer the team budget in line with the school's financial procedures

To Advise the Headteacher on staffing deployment and participate in staff appointments and promotions

Job Specification

Knowledge & understanding

- Being aware of and actively promoting the school's aims, values, priorities, targets and action plans
- Having a secure knowledge and understanding of your specialist subject(s)
- Having a detailed knowledge of the relevant aspects of the students' National Curriculum and other statutory requirements.
- Understanding progression in specialist subject(s)
- Coping securely with subject-related questions which students raise and know about students' common misconceptions and mistakes in their specialist subject(s)

Planning & setting expectations

- Identifying clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught as identified in the school's Teaching & Learning policy
- Setting appropriate and demanding expectations for students' learning and motivation
- Setting and monitoring clear targets for students' learning, building on prior attainment

Teaching & managing student learning

- Ensuring effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time to maximise student progress
- Using teaching methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources
- Participating in preparing and presenting students for public examinations
- Identifying and supporting students who have special educational needs, and implement and keep records
- Ensuring appropriate levels of challenge for students of all abilities are provided

Assessment & Evaluation

- Assessing how well learning objectives have been achieved and using this assessment and school provided data on a regular basis for future teaching and target-setting
- Keeping regular records of student progress
- Setting homework in accordance with the school's homework policy
- Marking and monitoring students' class and homework providing constructive oral and written feedback, setting targets for students' progress in line with the whole school and departmental Assessment and Feedback policies
- Understanding the demands expected of students in relation to the National Curriculum, KS4 and post-16 courses
- Recording and reporting on student progress, following school and departmental policy

Behaviour Management

- Setting high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships, following the school systems
- Consistently applying the school's Behaviour Management policy - SPOIL, encouraging positive behaviour, using the classroom code and taking appropriate action in cases of indiscipline

Relationship with parents & the wider community

- Preparing and presenting informative reports to parents
- Attending parents' evenings and Open Evenings as required
- Recognising that learning takes place outside the school context and providing opportunities to develop students' understanding by relating their learning to real and work-related examples
- Being prepared to liaise with agencies responsible for students' welfare

Management of performance & development

- Taking responsibility for own professional development and to keep up-to-date with research and developments in pedagogy and in the subjects taught, within the context of the School Development Plan
- Understanding professional responsibilities in relation to school policies and practices
- Setting a good example to the students in presentation and personal and professional conduct
- Evaluating own teaching critically and use this to improve effectiveness
- Participating in school system of appraisal
- Participating in arrangements for further training and professional development, including INSET
- Attending and participating in faculty/departmental and other meetings as required

Relationship with colleagues

- Establishing and maintaining effective working relationships with colleagues including support staff. Advising and co-operating with all colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements

Resources

- Selecting and making good use of textbooks, ICT, internet and other learning resources which enable teaching objectives to be met

Health & Safety

- Being familiar with and complying with the School's Health and Safety policies
- Being responsible for the health & safety of students when they are authorised to be on school premises and when engaged in authorised activities elsewhere
- Preparing risk assessments as appropriate
- Taking class register on SIMS and informing the office of any concerns

Other

- Undertaking any other professional requirements specific to this post

Person Specification – Teacher of Sociology

Qualifications & Experience

- Educated to at least GCSE Grade C standard or equivalent in English and Maths
- Education to at least Grade C in Sociology A Level or equivalent
- Evidence of Continuing Professional Development in Sociology inside and/or outside the education system
- Evidence of experience at teaching Sociology at GCSE and A Level

Knowledge & Skills

- Strong interpersonal skills and ability to build and form good relationships with students, colleagues and parents / carers
- Broad Knowledge and understanding of key Sociology texts
- Keen grasp and passion for Sociology appropriate learning pedagogy
- Knowledge and understanding of how students learn and barriers to learning
- Knowledge of Equal Opportunities and approaches to inclusion
- Knowledge & understanding of Child Protection and Safeguarding procedures
- Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents / carers and other professionals
- Effective ICT skills
- Ability to absorb and understand a wide range of information
- Ability to maintain accurate records and systems
- Ability to deal with confidential data / issues appropriately

Personal Qualities

- Evidence of management and leadership qualities
- The ability to plan, organise, assess, monitor and evaluate in order to support student progress
- Initiative and ability to prioritise one's own work
- Ability and desire to go above and beyond to provide students with extra-curricular opportunity as appropriate and in liaison with the Head of Science
- Able to follow direction and work in collaboration with line manager and colleagues
- Able to work flexibly to meet deadlines and respond to unplanned situations
- Evidence of management and leadership qualities
- The ability to plan, organise, assess, monitor and evaluate in order to support student progress
- Initiative and ability to prioritise one's own work
- Able to follow direction and work in collaboration with line manager and colleagues
- Able to work flexibly to meet deadlines and respond to unplanned situations
- Efficient and meticulous in organization
- Desire to enhance and develop skills and knowledge through CPD
- Commitment to the highest standards of child protection
- Recognition of the importance of personal responsibility for Health & Safety
- An understanding of and commitment to whole-school issues in a co-educational multi-ethnic school and the willingness to be involved in all aspects of the work of the department and to contribute to the wider life of the school