

Batley Multi Academy Trust - Job Description

Trust/School Post:	Batley Girls' High School
Department:	Social Sciences
Post:	Faculty Leader for Social Sciences
Grade:	MPS/UPR plus TLR 2a
Accountable to:	Assistant Headteacher
Responsible for:	Social Sciences department
Purpose of Job	
To effectively lead the Social Sciences department be learner centred and instil excellence across the ability range.	
Responsibilities	
<p>Under the direction of the Headteacher and SLT:</p> <ul style="list-style-type: none"> ● Lead and line manage all staff in the Social Sciences department. ● Lead on performance development and quality assurance measures, being accountable for outcomes for the department. ● To monitor the quality of teachers' work within Social Sciences and liaise effectively with other responsibility holders. ● Supporting colleagues with subject specific training and development to improve quality of teaching and raising standards across all subjects within Social Sciences. ● Review the curriculum offer and adapt according to current and future needs. ● Plan, develop, monitor and evaluate the curriculum to meet school objectives. ● Collaboratively produce Schemes of Learning across Social Sciences subjects which meet the school's lesson structures and promote challenge at all levels. ● Be aware of the latest curriculum developments via INSET, meetings, publications, etc and to advise the Senior Leadership Team as to the value of their implementation. ● Ensure the department has a clear understanding of curriculum Intent, Implementation and Impact for the Social Science subjects. 	

- Follow policy and formulate procedures for assessing learners' work and attainment, maintaining accurate records to track and monitor progress and attainment developing interventions where necessary.
- Promote assessment for learning.
- Liaise with the Exams Officer in relation to entry procedures.
- Communicate information regarding examination entry to candidates.
- Analyse data and examination results and other forms of accreditation and oversee all moderation procedures regarding the Social Science subjects.
- Provide a lead in methodology and provide information on up-to-date curriculum matters contributing to whole school CPD.
- Provide work where necessary in the absence of colleagues and oversee the work of cover staff.
- Assist in the recruitment and appointment of staff within the team.
- Provide an induction programme for newly appointed staff.
- Ensure ECT and ITT staff receive the appropriate level of support and monitoring.
- Establish appropriately high levels of expectation and good standards of behaviour and achievement including careful presentation of work and the care of books and equipment.
- Monitor the production of learner' progress reports and profiles in accordance with published due dates.
- Promote teaching and learning styles which stimulate learner interest and involvement in learning.
- Ensure the appropriate adaptations of curriculum and variety of teaching materials to meet the needs of learners of all abilities and learning styles.
- Be aware of the Special Educational Needs of learners and to liaise with colleagues who have roles relating to Special Educational Needs, Disabilities and EAL support.
- Ensure appropriate interventions, homework and extracurricular activities are in place to support learners' attainment and progress across the department.
- Effectively manage the Social Sciences budget.
- Provide information for use in publications outside the school.
- Convene, chair and ensure recording of curriculum area meetings and publish agenda and minutes for teachers, Headteacher and members of SLT, and governors/trustees when required.
- Ensure effective dialogue with parents through individual interviews, progress reviews, parents' evenings and open evenings in accordance with school policy.
- Arrange attendance at appropriate external meetings regarding Humanities.
- Provide information for external agencies and employees as appropriate.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A strong knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Create a culture that allows colleagues and learners to be open and honest about issues affecting them and put in place actions to support them. Ensure related policies are robust to provide the appropriate interventions and support.

Batley Multi Academy Trust - Employee Specification

Post: Faculty Leader for Humanities	Grade: MPS/UPR plus TLR 2a
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/Desirable	Method of assessment
Qualified Teacher Status.	Essential	Certificates
Educated to degree level in relevant subject.	Essential	Certificates
Experience of teaching a Social Science subject to KS4 and KS5.	Essential	Application Form/ Selection Process
Experience of effectively managing staff teams.	Essential	Application Form/ Selection Process
Experience of working successfully in a cross-curricular team.	Essential	Application Form/ Selection Process
Experience of monitoring and mentoring learners.	Essential	Application Form/ Selection Process
Experience of improving outcomes for learners.	Essential	Application Form/ Selection Process
Excellent classroom practitioner.	Essential	Application Form/ Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Ability to use IT for teaching and administrative purposes.	Application Form/ Selection Process
Ability to relate to, and motivate, learners.	Application Form/ Selection Process

Effectively communicates and exchanges orally or in writing a wide range of information to inform others, including colleagues, learners and parents/carers.	Application Form/ Selection Process
Reflects on performance and is committed to improving services.	Application Form/ Selection Process
Recognises the importance of continued professional development and identifies training needs for self and others.	Application Form/ Selection Process
Represents the school and Trust with integrity and professionalism.	Application Form/ Selection Process
Resilient and able to work under pressure.	Application Form/ Selection Process