

# Head of Social Sciences Department





## **Job Description:**

### **HEAD OF SOCIAL SCIENCES**

#### **Purpose:**

In addition to the requirements of a class teacher and any other agreed responsibilities, the key role of the Head of Social Sciences is to:

- Support, hold accountable, develop and lead the teams within the Department – Psychology, Criminology and Sociology
- Have overall accountability for the results of the department
- Where appropriate, take responsibility for the leadership and management of a team within the department.

**Reporting to:** Senior Leadership Team

**Responsible for:** Personnel within the Department

**Liaising with:** Senior Leadership Team, Heads of Department, Pastoral staff, relevant staff with cross-school responsibilities, relevant non-teaching support staff, Governors, LEA staff and Parents.

**Working Time:** 195 days per year. Full-time.

**Salary/Grade:** TLR 2b

**Disclosure Level:** Enhanced.

#### **Areas of responsibilities and key tasks**

- To support the department in achieving their agreed student progress targets in order that it makes a measurable contribution to whole school targets.
- To support, facilitate and monitor the progress of the departmental improvement plan to ensure it makes a significant contribution to the school improvement plan.
- To raise standards of achievement by monitoring the quality of Teaching and Learning and the use of intervention strategies.
- To provide regular feedback for team members in order to recognise good practice and support their progress against performance management objectives.
- To take responsibility for the production of the departmental self-evaluation forms and contribute to their annual reviews.
- To support and assist team members to ensure they understand and are actively implementing the key aspects of the school's behaviour and inclusion policies.
- To provide regular progress updates to the Senior Leadership Team and other bodies (e.g. Governors) to ensure they are fully aware of all successes, issues and concerns in the department.
- To ensure effective lines of communication between all levels of management through meetings where appropriate.
- To facilitate collaborative working where appropriate.

**Job Description:**  
**HEAD OF DEPARTMENT**

**Purpose:**

- To play a full part in the life of the school community, to support its ethos and to ensure staff and students follow this example.
- To raise standards of student attainment and achievement within the whole department area and to monitor and support student progress.
- To be accountable for student progress and development within the department.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To be accountable for leading, managing and developing the department.
- To manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

**Reporting to:** SLT line lead

**Responsible for:** Teaching staff and other relevant personnel within the department.

**Liaising with:** Head/Deputies, Pastoral staff, other Heads of Department, relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff and parents.

**Working Time:** 195 days per year. Normally Full-time.

**Disclosure Level:** Enhanced.

**Areas of responsibilities and key tasks**

**Operational/Strategic Planning**

- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To ensure the appropriate allocation of students to teaching groups
- To monitor and follow up student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- In conjunction with the Network Manager to foster and oversee the application of ICT, including the development of materials for the VLE.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, liaising with the School's Health and Safety Manager.

**Curriculum Provision and Development**

- To liaise with the Deputy Head (Currency) and Head of Sixth Form to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery within the department.
- To keep up-to-date with and respond to national developments in the relevant subject area/s and teaching practice and methodology.
- To support and engage in cross curricular developments.
- To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.

**Recruitment/Deployment of Staff**

- To be responsible for the day-to-day management of staff within the department and act as a positive role model.

- To promote teamwork and to encourage effective working relationships
- To exercise a duty of care to promote an appropriate work life balance amongst members of the department. To be alert to staff welfare issues and take appropriate action.
- To be responsible for the efficient and effective deployment of the Department's technicians/support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the department.
- To make appropriate arrangements for classes when staff are absent, ensuring cover work is set and liaising with the Assistant Head in securing appropriate cover supervision.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To participate in the school's ITT programme.

### **Staff Development**

- To work with SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

### **Quality Assurance**

- To ensure the effective operation of quality control systems in line with school policies e.g. homework checks, lesson monitoring through observations, book reviews, target setting and progress checks etc.
- To monitor and review the quality of Teaching and Learning and the setting of targets within the department in order to raise standards of achievement.
- To ensure common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To monitor and evaluate the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria including the production of an annual examinations analysis and department review as part of the school's self-evaluation cycle.
- To seek/implement modification and improvement where required.

### **Management of Information**

- To ensure the maintenance of accurate and up-to-date information concerning the department.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on department related matters for a range of audiences (including SLT, Governors etc) when appropriate.

### **Communications**

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation with staff, parents and students as appropriate, including the management of Department meetings.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies as appropriate.
- To represent the department's views and interests.

### **Marketing and Liaison**

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To promote the development of effective subject links with external agencies.

### **Management of Resources**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.

- To work with the Assistant Head in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

#### **Pastoral System**

- To ensure that good behaviour management is implemented in the department's so that effective learning can take place.
- To ensure that rewards and sanctions are applied effectively and consistently across the department in line with school policy.
- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

#### **Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher and obtain results commensurate with those expected of a role model.

#### **Other Specific Duties:**

- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duties as specified by School Teachers' Pay and Conditions document.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job commensurate with the grade and job title.