

ST BERNARD'S HIGH SCHOOL

A Catholic Academy for Arts & Science

JOB DESCRIPTION

Title of Post:	Head of Social Sciences
Purpose:	<p>To Lead and ensure the provision of an appropriately broad, balanced, relevant and adaptive curriculum for students studying Social Sciences (Psychology, Sociology and Health and Social Care) in accordance with the aims of the school and the curricular policies determined by the governing body and the Head teacher.</p> <p>To act as Curriculum Lead and be responsible for the leading, managing and developing the Social Sciences department.</p> <p>To lead, develop and enhance the teaching practice of others.</p> <p>To monitor and support the overall progress and development of students in the department.</p> <p>To have line management responsibility for staff</p> <p>To develop and enhance the teaching practice of others in the department.</p>
Responsible to:	Line Manager and Head Teacher
Responsible for:	The provision of a full learning experience and support for students.
Liaison with:	Headteacher, Senior Leadership Team, any relevant non-teaching support staff, external agencies and parents.
Working Time:	195 days per year – full time
Teaching and Learning Responsibility Point:	TLR2B
Disclosure level:	Enhanced
Main Duties	
To ensure provision of an appropriately broad, balanced, relevant and adaptive curriculum for students studying Social Sciences in accordance with the aims of the school and the curricular policies determined by the governing body and the Headteacher.	<ul style="list-style-type: none"> To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme that enables students to progress in advancing their study of or employment within technology related fields. To keep up to date with national developments in the subject, teaching practice and methodology. To ensure effective communication with partner schools and relevant external agencies To lead the effective promotion of the subject.
To act as a curriculum lead for Social Sciences.	<ul style="list-style-type: none"> To identify relevant school improvement issues in Science and agree appropriate improvement targets and interventions. To provide the Leadership team with relevant achievement or student performance data from Social Sciences. To produce reports on examination performance for the Social Sciences including the use of value-added data.
To monitor and support the overall progress and development of students in Social Sciences.	<ul style="list-style-type: none"> To identify appropriate attainment and/or achievement targets and ensure targets are met. To monitor student standards and achievement against annual targets. To monitor standards of students' behaviour, attendance and application.

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JOB DESCRIPTION continued

	<ul style="list-style-type: none"> To lead evaluation strategies to contribute to overall school self-evaluation. To plan and implement strategies where improvement needs are identified.
To develop and enhance the teaching practice of others.	<ul style="list-style-type: none"> To maintain personal expertise and share this with other teachers. To act as a role model of good classroom practice for other classroom teachers, modelling effective strategies with them. To monitor and evaluate standards of teaching in Social Sciences, identifying areas for improvement. To plan and implement strategies to improve teaching where needed.
To implement appropriate course curriculum.	<ul style="list-style-type: none"> To ensure the Social Sciences Curriculum across Psychology, Sociology and Health and Social Care meets the course requirements for the Key stages taught and prepares students for further study post 18. To ensure Lead Teachers regularly update the schemes of work across Psychology, Sociology and Health and Social Care so that they meet the programmes of study. To ensure that teachers delivering the Social Sciences curriculum receive the training and support they require. To ensure that all students continue to develop their skills and knowledge in line with the programmes of study. To inform the Governors of how Social Sciences is being implemented in the school and how it meets the programmes of study. To inform other members of the school community, including parents, of how Social Sciences is being implemented in the school.
Pastoral Care:	<ul style="list-style-type: none"> To act as a Form Tutor. To contribute to PSHE according to school policy.
Teaching:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
Other specific duties:	<ul style="list-style-type: none"> Encourage and support the provision of a Catholic holistic education for all students Promote the ethos of St Bernard's High School Undertake such duties as their line manager may determine as reasonably falling within the role of Undertake whole school duties as may be reasonably determined by the Headteacher. To promote the school's corporate policies. To actively engage in the staff review and development process. To undertake any other duty as specified by the School Teachers Pay and Conditions not mentioned in the above.



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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 senior staff 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.

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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, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job.

Head of Social Sciences

Line Manager

