



# OLDFIELD SCHOOL

## Job Description

<b>Position:</b>	Head of Sociology and Business Studies
<b>Responsible to:</b>	Member of SLT
<b>Responsible for:</b>	Teaching within the subject area.
<b>Grade:</b>	TLR 2b
<b>Working Pattern:</b>	40 hours over two-week timetable
<b>Disclosure Level:</b>	Enhanced DBS

### Core purpose of the post

- To raise standards of student attainment and achievement within the subject and to monitor and support student progress.
- To be accountable for student achievement within the subject.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject, in accordance with the aims of the school and school policies.
- To lead, manage and develop the subject curriculum.
- To effectively manage and deploy teaching/support staff and financial and physical resources within the subject.
- To contribute to the development of the school by being aware of current and future developments in areas of specific responsibility.

### Duties and responsibilities attached to this post are as follows:

#### Teaching

1. To carry out the duties outlined in the MPS/UPS Teacher job description

#### Leadership and Management of Learning

1. Contribute to the implementation, evaluation and success of the school's long term aims and improvement plan.
2. Develop and implement policies and practices for the subject which reflect the school's commitment to high achievement, effective teaching and learning;
3. Create a climate which enables teachers and support staff within the subject to develop and maintain positive attitudes towards the subject and confidence in teaching it;
4. Establish a clear, shared understanding of the importance and role of the subject in contributing to students' spiritual, moral, cultural, mental and physical development, and in preparing students' for the opportunities, responsibilities and experiences of adult life;

5. Developing, monitor and review provision in the subject in terms of:
6. student progress through the analysis of performance data, using this information for planning and target setting across the subject;
7. identifying appropriate attainment and/or achievement year group targets;
8. the quality of learning and teaching and responsibility for improved student outcomes;
9. the development of appropriate programmes of study, resources, policies and assessment and learning strategies within the subject;
10. lesson observation, work scrutiny and performance data analysis.
11. Take a lead in securing and embedding the school's pastoral and behavioural support systems within the subject.

### **Teaching and Learning**

1. Ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs;
2. Undertake regular work sampling to ensure that schemes of work are being followed, work is being assessed appropriately;
3. Ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject(s), and communicate such information to students;
4. Ensure effective development of students' literacy, numeracy and information technology skills through the subject;
5. Establish and implement clear practices for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for future improvements;
6. Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject;
7. Ensure that students are involved in peer and self-assessment;
8. Set expectations and targets for staff and students in relation to standards of student achievement; establish clear targets for student achievement and monitor progress and achievement in the subject(s) by all students, including those with special educational needs;
9. Ensure that there is effective administration for internal and external examinations;
10. Ensure that teachers of the subject are aware of its contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens;
11. Ensure that teachers of the subject know how to recognise and deal with racial stereotyping;
12. Establish a partnership with parents to involve them in their child's learning, as well as providing information about curriculum, attainment, progress and targets
13. Develop effective links with the local community in order to extend the subject curriculum, enhance teaching and to develop the students' wider understanding.

### **Leading and Managing Staff**

It is the responsibility of the Head of Subject to provide to all those involved in the teaching or support of the subject the support and development necessary to sustain motivation and secure improvements in teaching.

1. Help staff to achieve constructive working relationships with students;
2. Establish clear expectations and constructive working relationships among staff involved with the subject through team working and mutual support; devolving responsibilities and delegating tasks as appropriate; evaluating practice; and developing an acceptance of accountability;

3. Sustain their own motivation and, where possible, that of other staff involved in the subject;
4. Appraise staff as required by the school policy and use the process to develop their personal and professional effectiveness;
5. Identify training needs within the subject improvement plan and seek to fulfil the need through example and support, drawing on other sources of expertise as necessary;
6. Undertake lesson observations for quality assurance and to share good practice;
7. Work with the SENCO and any other staff with SEN expertise to ensure that IEPs are used to set subject specific targets and differentiated work;
8. To support the social sciences ITT programme;
9. Ensure that the Headteacher, SLT and governors are well informed about subject policies, plans and priorities and other subject related issues.

### **Efficient and Effective Deployment of Staff and Resources**

It is the responsibility of the Head of Subject to identify appropriate resources for the subject and to ensure that they are efficiently, effectively and safely deployed.

1. Establish staff and resource needs for the subject(s) and advise the SLT link of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money;
2. Deploy staff involved in the subject to ensure the best use of subject, technical and other expertise;
3. Ensure the effective and efficient management and organisation of learning resources;
4. Maintain existing resources and explore opportunities to develop or incorporate new resources from sources within and outside the school;
5. Use accommodation to create an effective and stimulating learning environment;
6. Ensure that there is a safe working and learning environment in which risks are properly assessed.

### **General**

1. To actively support the vision, ethos and policies of the school;
2. To promote and safeguard the welfare of children you come into contact with;
3. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

### **Special Notes and Conditions**

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.*

## **Person Specification**

*The following person specification outlines the key skills and experience required for this position.*

*The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.*

*The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.*

### **Qualifications**

- Good subject specific degree.
- Qualified Teacher Status.
- Evidence of wider, recent and relevant professional development.

### **Experience**

- Excellent teacher.
- A proven track record demonstrating progress made with own classes.
- Demonstrate successful, creative teaching which embraces contemporary pedagogy.
- Experience and commitment to teaching in a comprehensive school.
- Experience of teaching and learning in a secondary school.
- Experience of leading and working successfully within a school community.
- Experience of involving parents/carers in their child's learning.
- Experience in using new technologies to improve learning.

### **Knows about:**

- Working knowledge of relevant subject examination syllabuses.
- Understanding of the key national developments affecting the subject.

### **Able to:**

- Lead, motivate, challenge and inspire staff and students.
- Identify, challenge and improve underperformance.
- Initiate and successfully implement change including raising achievement.
- Lead improvement and development in learning and teaching.
- Promote a curriculum which meets students' needs and national priorities.
- Use data to monitor/track progress and support learning, set targets and monitor and evaluate performance.
- Improve students' behaviour.
- Empower and sustain effective teams.
- Communicate clearly, both verbal and written.
- Delegate and negotiate.
- Organise, plan and prioritise time effectively.
- Act decisively.

### **Committed to:**

- A collaborative school vision of excellence and equity that sets high standards for every student.

- The setting and achieving of ambitious, challenging goals and targets.
- Evaluating practice and embedding a process of continuous improvement.
- Inclusion and the ability and right of all to be the best they can be.
- The raising standards for all in the pursuit of excellence.
- Distributed leadership and management.
- The sustaining of personal motivation and that of all staff.
- The developing and sustaining of a safe, secure and healthy school environment.
- Individual, team and whole-school accountability for student performance.
- Effective team work within the school and with external partners.
- Involvement of parents and the community in supporting the learning of children and in defining and realising the school's vision.
- Supporting the full life of the school.

#### **Personal Qualities**

- High levels of motivation and energy, ambitious and upbeat.
- Enthusiasm, drive and a love for the job.
- Clear vision and an innovative approach.
- Flexible and collaborative.
- A passion for ensuring all aspects of school life demonstrate integrity and respect.
- Sense of humour and ability to work under pressure whilst maintaining an appropriate work/life balance.
- Willingness to challenge others to produce positive outcomes.
- Be passionate about teaching and learning.
- Be passionate about high standards and achievement and excellence for all.
- Enthusiasm for student welfare, their success and happiness.

*Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.*