



# Highams Park School

An independent state funded Academy

Principal - Mr P Grundy BA (Hons) PGCE

34 Handsworth Avenue  
Highams Park  
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk

www.highamsparkschool.co.uk

<b>Post Title:</b>	<b>HEAD OF DEPARTMENT FOR SOCIAL SCIENCES</b>
<b>Salary / Grade:</b>	<b>MPS / UPS – TLR1A</b>
<b>Responsible for:</b>	<b>Social Science Department</b>
<b>Responsible to:</b>	<b>Deputy Principal</b>

The Professional duties of teachers, (other than the Principal) are set out in the School Teachers Pay & Conditions Document and describes the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below.

## **Purpose:**

To lead and manage the Social Sciences Department

## **MAIN (CORE) DUTIES**

Teaching Sociology, Psychology and Health and Social Care KS4 – KS5 as required

General teaching duties as expected for a Classroom Teacher

Leading the Social Science Department

## **Teaching and Learning**

1. Teach Sociology, Psychology and Health and Social Care to KS4 –KS5 as required.
2. Contribute to the department's bank of resources for the teaching of Social Science subjects and assist in the production of materials which take into account students of all abilities and levels.
3. Contribute to the drawing up, evaluation and reviewing of Schemes of Work in relation to Key Stages 4 & 5.
4. Plan and evaluate work in accordance with departmental policy.
5. Work effectively with colleagues, providing support and help as required.
6. Build positive working relationships with students in your care, implementing the school's rewards and sanctions consistently.

## **Assessment, Recording and Reporting**

1. Maintain records of achievement and progress of all students in accordance with statutory requirements and departmental policy.
2. Mark and return work set, including homework, in line with school and departmental policy.
3. Adhere to the school's Assessment and Marking Policy.
4. Complete student data entry and reports in line with school policy.
5. Attend Parents' Evenings as required and keep students and parents informed about current performance and ways in which to improve.



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## Leadership:

To be read in conjunction with the current Conditions of Employment of School Teachers and Pay and Conditions document.

In this job description it is assumed that Heads of Department will not only promote the status of their department but will contribute towards achieving the general aims of the school. Heads of Department are senior members of staff and must take an active part in the general organisation and discipline.

## Principle responsibilities include the following areas:

### 1. General Direction

- Responsible for the overall Leadership and Management of the department.
- Setting aims and objectives for the department that reflect school priorities.
- Promoting the School's core values within the department.
- Monitoring general standards of work and behaviour (including implementing the School's Behaviour Policy).
- Advising the Deputy Principal on achievements, improvements and suggested changes and innovation within the department.
- Awareness and knowledge of general developments in educational thinking as well as curriculum development in the subject area(s) of responsibility.
- Responsible for overall curriculum planning within Social Sciences.
- Assisting in the efficient implementation of School Development Plan and its regular monitoring.
- Leading on the raising of achievement of all students within the department.
- Responsible for interpreting a variety of data at all key stages in order to maximize student progress.
- Promoting enrichment beyond curriculum lessons within the department.

### 2. Curriculum

- Ensuring the provision of appropriate programmes of study and schemes of work for the various subject areas within the department and updating them as necessary.
- Providing a Departmental Development Plan and evaluating and updating it termly with key colleagues in the Department.
- Implementing National initiatives according to SLMT priority
- Co-ordinating and administering internal exams.
- Preparing students for GCSE, GCE and other external exams as appropriate.
- Co-ordinating external exam entries, in liaison with the Examinations Officer.
- Ensuring teaching resources and homework tasks are placed onto the school's VLE, which is Firefly.



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## 3. Staff Development

- Co-ordinating departmental staff as a team.
- Disseminating information to department members.
- Having overall responsibility for Performance Management processes within the department.
- Organising appropriate school based INSET for the department.
- Promoting and selecting appropriate in house or external CPDL for colleagues in the department.
- Monitoring teaching and learning and ensuring that regular observations of colleagues are conducted; timely feedback is given and written up on the BlueSky portal.
- Advising on the appointment and promotion of staff in, and connected with, the department (through liaison with the Deputy Principal).
- Having overall responsibility for supervising student teachers and NQTs.
- Assisting teachers within the department with issues in relation to teaching of their subjects and liaising with the Vice Principal where necessary.
- Completing a half termly leadership and coaching log.

## 4. Use of Resources

- Determining the departmental timetable and liaising with the Deputy Principal in charge of the timetable.
- Deploying departmental staff bearing in mind overall school policy.
- Supervising administrative support staff where appropriate.
- Co-ordinating and preparing set lists etc.
- Allocating capitation and stock.
- Having responsibility for all budgets and bidding in the department and ensuring that best value is achieved.
- Supervising teaching rooms and ensuring that displays are of a high quality.
- Involvement with the planning and equipping of teaching areas.
- Preparing and promoting displays of students work in teaching areas and corridors.
- Co-ordinating advice on resources and material preparation within the department.
- Liaising with curriculum support agencies.
- Advising the Head of Resources of departmental needs as appropriate.
- Supervising and promoting the use of ICT equipment within the department.
- Monitoring Health & Safety within the department.

## 5. Communication

- Attending Curriculum Committee meetings and Raising Achievement Team meetings as appropriate
- Convening, preparing agendas and keeping minutes of departmental meetings.
- Arranging representation on local and regional subject groups and examination boards where appropriate.
- Liaising with SLMT and other Department Heads where appropriate.
- Preparing information about departmental outcomes and progress for governing body meetings as directed by the Deputy Principal.

## 6. Any other reasonable duties as directed by the Principal