Bentley Wood
High School for Girls

Head of Social Sciences

Candidate Information Pack
2022/2023

Learning Today: Leading tomorrow

Our School

Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

I very much look forward to meeting you.

Ms Naseema Akbar

Headteacher

Job Description: Head of Social Sciences

Purpose: Professional leadership to manage the Social Sciences Department. To also lead on Psychology or Sociology and manage the educational provision for pupils across the department by maintaining the highest possible standards of student achievement, personal development and well-being.

Responsible to: Headteacher/Deputy Headteacher

Working conditions: These will be as specified in the latest [School Teachers Pay and Conditions Document (STPCD)](#) The post holder will continue to meet and build upon, as appropriate:

- The National Standards for QTS as laid down by the Department for Education, relating to:
  a) Professional values and practice
  b) Teaching
  c) Knowledge and understanding
- The Induction Standards
- The Threshold Standards

Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values.

2. To be committed to safeguarding and promoting the welfare of children, there will be a high involvement in regulated activity relevant to children.

3. Strategic direction and development of the Social Sciences Department: -
   - to ensure that the culture, policies and practices follow and contribute to those of the school;
   - to contribute to a whole-school culture and climate which:
     - o enable staff to develop and maintain positive attitudes towards Social Sciences, and confidence in teaching students and to
     - o encourage students to make a positive contribution to school life and to have their voice heard;
   - to significantly contribute towards the development plans, which contributes to the achievement of the School Improvement Plan, and which involves all staff in its design and evaluation. This will reflect the school's commitment to continuous improvement, high achievement, effective teaching and learning, and inclusion;
   - to set expectations and goals for colleagues and students in relation to standards of achievement and behaviour.
   - to contribute to whole school planning, monitoring, review and evaluation;
   - to monitor, evaluate, and review standards of leadership, teaching and learning, and student achievement against school, local, and national standards, including by lesson observation, sampling work, checking diaries/link books, collating and interpreting data; report annually on the above;
   - to represent the department in the wider school community and liaise with the rest of the school, outside agencies, governors, partner schools, further and higher education etc.; ensure that the above have relevant information on students in the cohort;
   - to keep up to date with national developments in pastoral care, personal development, progress tracking, and teaching practice and methodology.
   - To develop literacy across the curriculum and share best practice with colleagues in other curriculum areas.

4. Teaching and learning:-
   - to support and promote outstanding teaching and learning across the Social Sciences Department;
   - Identify and adopt the most effective teaching approaches for students with additional learning needs;
   - to have a role in evaluating the quality of teaching, the standards of student achievement and progress and setting goals for improvement i.e. monitoring of homework set;
   - to assist relevant colleagues with the management of school assessment systems and examinations;

- to work with relevant PSHE staff to ensure that school programmes are effectively delivered and that their impact is evaluated. These should contribute to students' well-being, promote their spiritual, moral, cultural, and physical development and help prepare them for the opportunities, responsibilities and challenges of adult life;
- to promote and support extra-curricular activities, which enrich and support the learning and experience of all students, and increases their participation in school life;

5. Leading and managing staff;
   - To inspire and enable all colleagues in the Social Sciences team to deliver high quality teaching on a daily basis;
   - to communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented;
   - ensure that all Social Sciences teachers recognise and fulfil their statutory responsibilities to all groups of students including those with additional needs;
   - to ensure that staff understand and effectively implement school policies.

6. Student progress and standards of achievement;
   - to implement the school's policy and practice for the tracking of student progress;
   - to monitor the targets set for students, and to manage intervention to maximise progress;
   - to promote, manage, and be responsible for high standards of student behaviour, attendance and punctuality;
   - to implement creatively the school's systems for rewarding good student performance and to ensure all staff use them effectively;
   - to establish a positive partnership with parents/carers to involve them in their child's learning and progress; to arrange consultation afternoons & evenings;
   - to work with other staff, including Learning Development and external agencies to ensure that students' needs are identified, suitable Individual Education Plans and Pastoral Support Programmes are drawn up, and that these are implemented, and reviewed;
   - to ensure that information from previous years/schools is available to staff and advise on its effective use; to ensure that such information is passed on to any receiving institution.

7. The efficient and effective deployment of staff and resources:-
   - to manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down;
   - to assist in the recruitment of staff;
   - to advise on the effective deployment of staff and ensure that there are appropriate arrangements in their absence;
   - to ensure that the accommodation/ area, resources and equipment are maintained in good order, including the management of
     - a) health and safety, and
     - b) security
   - to provide a stimulating environment that promotes interest and learning.

OTHER SPECIFIC DUTIES

8. To undertake any other duty as specified by the School Teachers' Pay and conditions Document not mentioned in the above.

9. To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Person Specification: Head of Social Sciences

Qualifications	Essential	Desirable	How measured
• Good Honours degree in relevant subject • QTS	✓		Application
Evidence of professional development	✓		Application and interview
Experience			
Experience of Excellent teaching across the ability range	✓		Application, references and interview
Evidence of being able to personalise learning	✓		Application, references and interview
Use of data to monitor and raise achievement	✓		Application, references and interview
Successful experience of developing teaching and learning strategies to meet the needs of all students and their continuous improvement	✓		Application, references and interview
Curriculum innovation and development	✓		Application, references and interview
Evidence of consistent use of Assessment for Learning (AFL) techniques	✓		Application, references and interview
Skills			
Outstanding leadership skills	✓		
Positive behaviour management skills	✓		Application, references and interview
Excellent communication and interpersonal skills	✓		Application, references and interview
Strong ICT competence and the ability to use ICT to enhance learning	✓		Application, references and interview
Problem solving skills	✓		Application, references and interview
Organisational skills/ability to meet deadlines	✓		Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview

Commitment to equal opportunities	✓		Application, references and interview
Ability to inspire and enthuse	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexibility	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview