



Leader of Sociology

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: Leader of Sociology

Purpose: To lead the delivery of Sociology under the overall direction of the Head of the Department.

Responsible to: Head of Social Sciences

Responsible for: The post holder will be responsible for the teaching and support staff allocated to the key stage area.

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 ECT 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 involvement in regulated activity relevant to children; Please see our Child Protection Policy.

DIMENSIONS:

The post holder will be responsible for the following, with reference to the national framework for middle leaders:

- The strategic direction and development of the curriculum in the subject/key stage area
- Teaching and learning
- Support the Head of Department in leading and managing staff
- Student progress and standards of achievement
- The efficient and effective deployment of staff and resources

Specific responsibilities will include:

Please note these are flexible according to the expertise and experience of the candidate.

- To lead, manage, develop, and be accountable for the subject team and curriculum in a key stage or aspect of provision in order to ensure the highest possible standards of pupil achievement, personal development and well-being.
- Leading on the implementation of all new SOL and associated assessment points, providing a coherent flight path to Sociology success.
- To be responsible for running a high quality enrichment programme.
- To lead on interventions, targeting relevant pupils in line with Department MER and in response to Data Captures.
- Working with individual teachers on the monitoring of progress in their classes and the co-ordination of targeted intervention for underachieving students, including strategies to identify and monitor these students.
- To be accountable for the strategic development of strategies for more able pupils via a range of teaching and learning strategies.
 - To liaise with the EAL and SEND staff to monitor support and interventions.
 - Liaison with the AHT/SENCO and teaching assistants in order to develop strategies for scaffolding up and the general enhancement of literacy.
- To set up and monitor Departmental tracking sheets and use them to inform interventions and identifying key groups such as Disadvantaged and SEN.
- Support the Head of Department in the efficient and effective deployment of staff and resources.
- To support Departmental Monitoring, Evaluation and Review, observations and relevant paperwork in line with school policy and as requested by HOD / SLG.

- Research into new developments within Sociology: investigating and piloting new initiatives in resources, class texts and teaching strategies.
- Liaison with school librarian.
- Working with the Head of Department and other post holders to ensure fluid transitions between key stages and appropriate Information, Advice and Guidance.
- To share good and outstanding practice by running staff training sessions as appropriate.
- To ensure effective communication with parents/carers, so they are kept up-to-date with assessment and curriculum developments and their children's progress.
- To maximise achievement by supporting with examination entries, helping to ensure that they are made accurately; to assist with the management and conduct of examinations.
- To support Head of Department in implementing behaviour management support for the team.
- To assist the Head of Department in setting relevant cover work in the absence of the class teacher and to monitor the delivery of cover work.

ACCOUNTABILITIES

The strategic direction and development of the subject:

- To contribute significantly to an annual subject development plan, which contributes to the achievement of the School Improvement Plan, and which involves all the subject staff in its design and evaluation.
- To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
- To represent the department in the wider school community and liaise with the rest of the school, governors, partner schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.
- To keep up to date with national developments in the subject area and teaching practice and methodology.

Teaching and learning:

- To contribute significantly to the leading of the development and implementation of effective teaching and learning strategies, including ICT-based developments and new technologies.
- To contribute significantly to leading the development and implementation of effective department assessment policies, within the framework of those for the whole school.
- To promote and support extra-curricular activities, which enrich and support the learning and experience of all pupils, and increases their participation in school life.
- To ensure homework is set in line with school policy, recorded on Teams.

Leading and managing staff:

- To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning; the above to include participating in and leading the school's programmes of staff training and development.
- To ensure that Performance Appraisal is carried out according to school and national regulations and that staff receive regular feedback, which supports progress against their PM objectives.

Pupil progress and standards of achievement:

- Within the framework of whole-school policies, to set and monitor appropriately challenging subject targets for students, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress.
- To assist with the management and conduct of examinations.
- To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children's progress.
- Writing reports on pupils and attending meetings with parents.

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 provide a stimulating environment, including maintaining the content of displays that promote interest and learning.

Other Specific Duties:

- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.

- To undertake any other duty as specified by the STPCD not mentioned in the above.
- 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:

Qualifications	Essential	Desirable	How measured
Degree or equivalent	✓		Application
Postgraduate teaching qualification/QTS	✓		Application
Evidence of professional development	✓		Application and interview
Teaching & Pastoral Experience			
At least one year's successful teaching experience, in an urban or challenging comprehensive environment	✓		Application, references and interview
Teaching experience in at least KS3, 4 and preferably 5	✓		Application, references and interview
Teaching across the Social Sciences		✓	Application, references and interview
Evidence of consistently good and outstanding teaching and learning	✓		Application, references and interview
Excellent subject knowledge	✓		Application, references and interview
Good knowledge of current curriculum development in your subject area	✓		Application, references and interview
The ability to use ICT effectively to engage students	✓		Application, references and interview
An understanding of how to use assessment to inform planning for good teaching and learning	✓		Application, references and interview
A good understanding of the principles of Assessment for Learning	✓		Application, references and interview
The ability to differentiate to provide appropriate challenges for all learners	✓		Application, references and interview
Evidence of using data to inform planning and put in place successful intervention strategies to raise achievement	✓		Application, references and interview

Evidence of pastoral experience, including taking responsibility for a form group	✓		Application, references and interview
Evidence of good classroom management skills	✓		Application, references and interview
An interest in the wider curriculum	✓		Application, references and interview
Leadership & Management			
Evidence of potential to lead an area of the curriculum or key stage	✓		Application, references and interview
The ability to inspire, enthuse, develop and support colleagues	✓		Application, references and interview
The ability to evaluate and improve standards of teaching and learning within a department	✓		Application, references and interview
Experience of conducting Performance Management and desire to develop other colleagues	✓		Application, references and interview
Personal Qualities			
A willingness to learn and develop new skills, a desire to make a difference in the lives of young people	✓		Application, references and interview
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		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
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview