

**Job Description – Head of Sociology**

<b>Role:</b>	<b>Head of Sociology</b>
<b>Post Holder:</b>	
<b>Job Purpose:</b>	To assume responsibility for teaching and learning in Sociology across the 11-19 age range.
<b>Accountable to:</b>	Vice-Principal and the Co-Principals.
<b>Responsible for:</b>	To provide inspirational teaching and learning and to work closely and collaboratively with colleagues.
<b>Key Tasks:</b>	<ol style="list-style-type: none"> <li>1. To raise expectations, standards and progress of all students</li> <li>2. To share outstanding practice</li> <li>3. To create exciting Teaching &amp; Learning opportunities</li> <li>4. To lead Teaching &amp; Learning in Sociology</li> <li>5. To display the highest standards of professionalism in teaching and relationships with colleagues</li> </ol>
<b>Core Purposes:</b>  (in addition to those required of a qualified teacher)	<ul style="list-style-type: none"> <li>• To develop Teaching &amp; Learning within the Sociology department</li> <li>• To work alongside the teachers in the department to raise standards within the department</li> <li>• To play an active role in the academy's Teaching &amp; Learning Leaders' group</li> <li>• Motivate, encourage and develop the personal qualities of the student</li> <li>• Produce creative schemes of work, lesson plans, subject examinations and other documentation as required</li> <li>• Present learning in an inspiring manner with due regard to the ability of the students and the curriculum targets of the particular year group</li> <li>• Engage in the continuous assessment of the students, tracking progress and informing teaching and learning to ensure the highest standards of attainment are realized</li> <li>• Share responsibility for identifying appropriate teaching materials required for the resourcing of teaching and to support the students' learning</li> <li>• Plan, administer and mark students' work when required</li> </ul>

	<ul style="list-style-type: none"> <li>• Actively promote the acquisition of outstanding literacy skills and reading for pleasure across the academy</li> <li>• Write reports on a regular basis, liaise as appropriate with parents and attend Parents’ Evenings</li> <li>• Attend meetings and participate in continuous professional development</li> <li>• Participate in academy day and evening activities and duties</li> <li>• Contribute to extra-curricular life of the academy</li> <li>• Undertake any other reasonable duties assigned by the Vice- Principal</li> </ul> <p><b>These job details are guides to the duties, professional responsibilities and core competencies. They do not form part of the Contract of Employment.</b></p>
<p><b>General requirements</b></p>	<p>All Academy staff are expected to:</p> <ol style="list-style-type: none"> <li>a. Work towards and support the Academy vision and the current objectives outlined in the Academy Development Plan.</li> <li>b. Contribute to the Academy’s program of enrichment activities.</li> <li>c. Support and contribute to the Academy’s responsibility for safeguarding students.</li> <li>d. Be an integral member of the pastoral system as a Tutor or related role.</li> <li>e. Work within the Academy’s health and safety policy to ensure a safe working environment for staff, students and visitors.</li> <li>f. Work within the Academy’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>h. Engage actively in the performance management/talent development process.</li> <li>i. Adhere to policies as set out in the Academy Trust’s Regulations and staff handbook.</li> <li>j. Undertake other reasonable duties related to the job purpose required from time to time.</li> <li>k. As and when necessary and reasonable, contribute equitably to the Academy’s provision for the supervision of colleagues’ classes, duties and activities in the event of unforeseen absence.</li> </ol>
<p><b>Specific Responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. Ensure high standards of academic attainment at all levels are realized within the curriculum area of Sociology</li> <li>2. Create an environment in which children enjoy learning, where standards of discipline and behavior are at the highest level</li> <li>3. Actively promote the academy and inspire children to achieve their potential</li> </ol>
<p><b>Review and Amendment</b></p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

**Post Holders Signature:**

**Date:**