

## **HORSFORTH SCHOOL JOB DESCRIPTION**

**Job Title:** Subject Leader of Sociology

**Responsible to:** Assistant Headteacher

**TLR:** 2A

**Non-contact time:** 4 hours per fortnight (plus additional 1 hour per fortnight if form tutor) and 1 hour for TLR.

### **Purpose of the Role:**

The Subject Leader role is a vital one in Horsforth School. Subject Leaders provide the professional leadership and management for a subject area in order to secure high quality learning and achievement for all students.

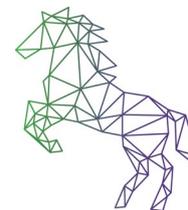
### **Main Priorities**

- To lead, manage and support the sociology team in developing and growing the social sciences department
- To produce and maintain a forward-thinking vision and ethos for the social sciences department
- To provide an oversight of the department ensuring that high quality provision is delivered to all students
- To have accountability for student performance across all Key Stages
- To network with other institutions as appropriate and organise extra-curricular opportunities/visits to enhance the curriculum beyond the classroom
- To focus on key, whole-school improvement priorities
- Keep on top of and inform the relevant line manager of any specification updates/changes
- Understand the sociology landscape and keep the driving the department forward in a modern, exciting and creative manner.
- To support post 16 student recruitment and retention.

### **Improving the quality of teaching and learning**

You will:

- Be responsible for the overall quality of teaching and learning in the social sciences department.
- Create a positive, engaging and modern learning climate
- Ensure colleagues use and share best pedagogical practice and actively engage with whole-school CPD, thereby developing their own practice.



- Ensure colleagues assess student performance, accurately judge progress against targets, set SMART improvement targets and use this data to inform their work with students.
- Promote students' self-confidence and learner independence.
- Promote literacy and numeracy.
- Ensure safe practice across the department in line with published guidelines.

### **Improving student behaviour, enjoyment, participation and safety**

You will:

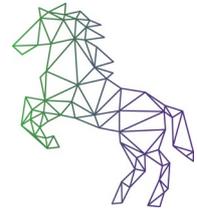
- Help colleagues build constructive, respectful relationships with all students.
- Support and promote the school's inclusion principles and processes.
- Use of student voice to inform curriculum developments and classroom practice.
- Take overall responsibility for student discipline.
- Support colleagues to use school and departmental reward and sanction systems (including PB and Standards for Learning), consistently and professionally.
- Communicate effectively and promptly with parents / carers.

### **Effective leadership and management**

The postholder will:

- Act as a positive professional role model.
- Demonstrate a commitment to high achievement for all.
- Lead your team, developing performance and collegiality.
- Promote a culture where colleagues are supported yet accountable for their performance.
- Celebrate the success of students and colleagues in your area.
- Devolve responsibilities appropriately, recognising the strengths of your colleagues.
- Frequently conduct lesson walkthroughs and other QA processes to review the effects of your provision on student learning, progress and engagement.
- Frequently discuss student progress, staff performance, QA evidence, emerging issues and future planning with your designated Leadership Link.
- Produce Improvement Plans, storyboards and other analytical documents in line with current school requirements.
- Prepare for Standards Reviews, Ofsted Inspections, Link Meetings and other accountability processes using current school systems, guided by your Leadership Link.
- Lead formal performance management processes for your team.
- Keep abreast of new curriculum provision, pedagogy and assessment requirements.
- Ensure examination, assessment, data recording and other administrative procedures are completed accurately and promptly.
- Manage your area's budget and comply effectively with school financial requirements.
- Ensure resource management and staffing procedures are followed accurately and promptly.

**Notes:**



- The above responsibilities are subject to the general duties and responsibilities contained in the current Statement and Conditions of Employment for Teachers.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.