

SOCIAL SCIENCES LEAD: JOB DESCRIPTION

Job Title: Social Sciences Lead (Psychology, Sociology & BTEC Health and Social Care)

Salary/Grade: Teachers' Pay Scale (Inner London) plus TLR 2c: £8279

Responsible For: Leadership of Social Science subjects: Psychology (Ks5), Sociology (Ks4/5), and BTEC Health & Social Care (Ks5)

Responsible To: Humanities Faculty Leader

Purpose of the Job:

The Social Sciences Lead will provide professional leadership and management across Psychology, Sociology, and BTEC Health and Social Care to ensure high-quality teaching, effective resource use, and outstanding student outcomes. This role is designed for a leader with a broader remit, providing strategic direction for the development and delivery of the curriculum across these subjects, while maintaining a strong commitment to the ethos and values of the Humanities Faculty. The core focus of the role is to enable student progress and achievement in a supportive, inclusive, and challenging learning environment.

Responsible For:

- Leadership and management of the Social Science team (Psychology, Sociology, and BTEC Health and Social Care) including teaching staff and support personnel.
- Development and delivery of curriculum content as subject lead across Psychology, Sociology, and BTEC Health and Social Care.
- Providing a comprehensive and engaging learning experience for all students within the Social Science area.

Liaising With:

- Faculty Leaders, Senior Leadership Team, Year Leaders, and Pastoral Teams.
- External agencies, local authority representatives, and parents.
- Teaching staff, support staff, and other colleagues with cross-school responsibilities.

Key Responsibilities:

Leadership and Management:

- Provide strategic leadership for Social Science subjects, ensuring high standards of teaching, learning, and assessment.
- Line manage and develop the teaching staff in Psychology, Sociology, and BTEC Health & Social Care, fostering a culture of collaboration, support, and continuous professional development.
- Contribute to the strategic planning of the Humanities Faculty, including setting clear goals and objectives for the Social Science team.
- Actively engage in school improvement initiatives, ensuring alignment with broader faculty and school goals.
- Support the Humanities Faculty Leader in managing budgets, resources, and staffing within the Social Science department.
- Ensure effective implementation of school policies, including behaviour management, safeguarding, and attendance policies, within the Social Science team.

Curriculum Design and Delivery:

- Lead the development of long and medium-term schemes of work for Psychology, Sociology, and BTEC Health & Social Care, ensuring that the curriculum is broad, balanced, and meets the needs of all students.
- Ensure that the curriculum is designed to promote a coherent and challenging learning experience across Key Stages 4 and 5.
- Deliver high-quality teaching in your own subject areas, modelling best practice for other teachers.
- Oversee the assessment, monitoring, and tracking of student progress in all Social Science subjects, using data to inform teaching and improve outcomes.
- Ensure that the Social Science curriculum is engaging, inclusive, and meets the requirements of external qualifications (A-Level, BTEC, etc.).

Staff Development and Performance Management:

- Manage the performance of the Social Sciences team, providing coaching, mentoring, and support to develop staff expertise.
- Take responsibility for the induction and professional development of new staff within the Social Science area.
- Lead regular team meetings, ensuring that all staff have the opportunity to contribute to curriculum planning and share best practices.
- Implement the school's performance management framework, supporting staff development and holding individuals to account for their performance.

Student Culture and Wellbeing:

- Promote a positive and supportive learning environment within the Social Science team, ensuring that student behaviour and attendance are managed effectively in line with school policies.
- Lead and coordinate extra-curricular activities, trips, and events related to Psychology, Sociology, and BTEC Health & Social Care.
- Foster a culture of inclusivity and well-being within the Social Science team, ensuring that students feel supported, challenged, and motivated to achieve their best.
- Ensure that safeguarding procedures are adhered to, providing a safe and secure environment for all students.

- Support colleagues with managing behaviour issues, contributing to a whole-school approach to discipline and positive behaviour.

Monitoring and Evaluation:

- Monitor and evaluate the effectiveness of teaching and learning across Psychology, Sociology, and BTEC Health & Social Care, identifying areas for improvement and ensuring high standards are maintained.
- Use data and student feedback to inform teaching practice and curriculum development.
- Ensure that assessment practices within Social Science subjects are rigorous, reliable, and consistent, in line with school policies.
- Oversee the planning and delivery of the Social Science timetable, ensuring optimal resource allocation.
- Ensure effective and efficient use of departmental budgets, managing resources within allocated financial limits.
- Provide detailed feedback to the Humanities Faculty Leader on the strengths and areas for development within the Social Science department.
- Ensure that all subjects comply with examination board requirements, including moderation, invigilation, and marking protocols.
- Contribute to the development and implementation of the school's Improvement Plan, focusing on student outcomes, staff development, and curriculum innovation.

General

- to actively promote the safety and welfare of our children and young people
- participate in and support the Performance Management Policy
- assist in the development of the School Development Plan and its review mechanism
- accept shared responsibility for the creation of a safe environment for pupils within and outside the classroom and comply with the appropriate policies and procedures, report all concerns to an appropriate person.
- attend and participate in regular meetings and participate in training and other learning activities, as required
- To participate in school emergencies as required, including locating students and relevant staff, providing contact details and completing necessary documentation
- To support the work of the wider support team as requested by Line Manager
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher shall from time to time reasonably require

Person Specification

Qualifications

- Educated to degree level (Essential)
- Qualified teacher with extensive experience in secondary school education (Essential)
- Bachelor's degree in a Social Sciences related subject
- Relevant recent professional development

Knowledge, Skills and Experience

- Teaching of A level Social Sciences Courses (Essential)
- Strong single subject leadership experience (Essential)
- Excellent lesson planning and design (Essential)
- Effective design of curriculum schemes of work and long-term plans (Essential)
- A successful track record in raising student attainment in Social Science subjects
- Line management or mentoring of other staff
- Experience of contribution to whole school improvement strategies
- Experience of innovative approaches to the development of teaching and learning
- Running of extra-curricular programs related to Social Sciences
- Understanding of A level and BTEC course specifications and examination expectations

Professional Leadership Behaviours

- Genuine passion and a belief in the potential of every child, whatever their background or personal characteristics
- A clear understanding that all roles in the school, are focused on student achievement.
- A good awareness of keeping children safe, understanding how and when to take appropriate action.
- Effective leadership and management style that encourages participation, innovation and develops colleagues' confidence and trust
- The ability to work in close harmony with other staff
- The ability to inspire and develop the leadership skills of others as well as to learn from others
- Excellent listening skills
- Passion, energy, resilience, and optimism to lead the team through day-to-day challenges while maintaining a clear strategic vision and direction
- A firm and constant belief in the unlimited potential of every student (particularly DA students, those from diverse backgrounds and those with SEND) and a genuine commitment to inclusive educational provision
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop
- The ability to delegate appropriately and manage personal workload
- Confidence, self-motivation and the ability to be decisive
- High levels of honesty and integrity, with a commitment to Equality, Diversity and Inclusion
- A professional outlook, detail oriented and able to multitask and meet deadlines
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement
- Willingness to participate in Continuous Professional Development

Other
■ The right to work in the UK

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

They shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

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 constructed.

All staff participate in the school’s performance management scheme.

The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity.

We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.