

# Head of Social Sciences (Specialism Business & Economics)



<b>Job Title</b>	Head of Faculty – Social Sciences
<b>Contract Type</b>	Permanent
<b>Salary Scale</b>	MPS / UPS + TLR 2b
<b>Job Purpose</b>	To support the Academy’s vision by leading all aspects of the work of the Social Sciences Faculty, to create and deliver an innovative curriculum which meets the needs of learners and enables them to achieve outstanding success.

## **Post Summary**

The Head of Social Sciences role is a crucial Middle Leadership role, which involves the strategic leadership and management of the Social Sciences Faculty. The faculty currently comprises of the following subjects: Business, Economics, Psychology and Sociology. The applicant should hold a specialism in Business and Economics and will be able to teach both subjects to KS5 level.

The postholder will be expected to contribute to the ethos, values, and development of the school by supervising pupils, guiding staff, and enhancing the curriculum. They will be responsible for ensuring a robust and effective curriculum is designed and supported by a clear rationale, which provides a positive learning experience for all students.

## **About Eaton Bank Academy**

Eaton Bank Academy is a popular and ever-expanding 11-18 school, located in Congleton, Cheshire. The school currently has 1,060 students and a driven, determined, and talented set of staff.

Eaton Bank Academy is a member of the Fallibroome Multi-Academy Trust and was rated as ‘Good’ in our most recent Ofsted inspection.

More information about the Academy can be found on our website: <https://www.eatonbankacademy.org/>

## **Our Aim at Eaton Bank Academy**

At Eaton Bank Academy each child maximises their potential within a supportive and caring environment. As a school we aim:

- To have high expectations and enable everyone to achieve success.
- To celebrate high quality learning experiences in all areas of school life.
- To be at the heart of the community and prepare everyone fully for their future lives.

Our school values stem from our motto ‘Believe in Success’. We expect all members of Eaton Bank Academy to embody these values at all times. Our core values are Respect, Kindness, Ambition, Optimism and Honesty.

## **Job Responsibilities**

Every single member of staff at the Academy is employed to translate this vision into effective action. For subject leaders, this means their prime responsibilities in addition to those they exercise as subject teachers, are as follows:

### **Quality of Teaching**

- Promote a love of learning and students' intellectual curiosity in this subject area.
- Plan a rigorous, ambitious, and effective curriculum which meets the needs of all students.
- Demonstrate and develop strong subject knowledge, along with a wide range of teaching methods which are then implemented in the classroom.
- Remain up to date with developments in the subject nationally and to respond to any changes in content, methodology and examination practice.

### **Leadership**

- Take responsibility for the running of the Social Sciences faculty, its structure, organisation, and implementation of schemes of work, assessment, reporting and recording.
- Promote, ensure, and monitor high quality teaching and learning across the faculty.
- Promote and support excellent behaviour for learning and deal effectively with behaviour management issues arising within the faculty by consistently applying the whole school behaviour policy.
- Ensure that all students are treated fairly, irrespective of their gender, background, or ability, providing an equality of experience.
- Ensure work is assessed according to whole school and faculty policy and that data is entered and evaluated in line with whole school procedures.
- Encourage and assist in the professional development of members of the faculty, including in-service training as appropriate, delegating responsibilities as part of appraisal, and supporting newly qualified teachers.
- Participate in the school's performance management system as a faculty leader.
- Represent the faculty by attending relevant meetings, conveying the faculty's views as appropriate and reporting back to the faculty from all areas of consultation.
- Consistently uphold high expectations for the faculty and students studying in it, modelling assertive, respectful, and ethical behaviour.

### **The Curriculum**

- Ensure that a robust curriculum is in place for each subject within the faculty, across all Key Stages.
- Keep abreast of developments in education generally and in your curriculum area specifically.
- Ensure that short-term plans, medium-term plans, and long-term plans are produced and updated in-line with the teaching and learning policy and these are adhered to.

- Organise extracurricular activities in your curriculum area and exploit opportunities which enhance the delivery of your subject.
- Assist with the development of cross-curricular initiatives, special educational needs, and equal opportunities issues where appropriate
- Monitor the planning of lessons, implementation of the curriculum, homework setting, marking and assessment for all relevant subject areas.
- Be accountable for assessment and external examination performance of pupils in the subject areas covered by the faculty, delegating such accountability to individual staff, whilst motivating them to achieve their targets.

### Administration

- Oversee assessment, recording and reporting in line with the whole school policy.
- Oversee public examination entries and providing an analysis of the results.
- Support timetabling by recommending the most effective deployment of staff across the faculty.
- Hold regular faculty meetings and ensuring that agendas and minutes are circulated to all interested parties, including the Line Manager.
- Allocate capitation, manage resources, and oversee the usage and security of equipment.
- Produce and update faculty documentation, including the annual Faculty Improvement Plan.
- Conduct QA across the faculty in line with school policy.
- Have a major involvement in the selection of new members of faculty staff.
- Provide display material for school events such as open evenings and maintaining high quality displays in classrooms and corridor areas.
- Ensure that work has been set for absent colleagues.
- Prepare documents, informing and at times presenting to other stakeholders (e.g. governors, parents) as requested by the Senior Leadership Team

### General Responsibilities

- To teach a timetable commensurate with the position and responsibilities.
- To promote equal opportunities for all students.
- To work within the Academy and Trust framework regarding health and safety.
- To actively promote the Eaton Bank Academy aims, ethos, and values.
- To support the commitment to the continued professional development of all staff.
- To undertake any additional duties as may reasonably be required by the Headteacher.

## Person Specification

Criteria	Essential	Desirable
<b>Education / Qualifications</b>		
A good graduate level degree	X	
Qualified Teacher Status	X	
Further accredited study such as working towards Middle Leadership qualification		X
<b>Experience</b>		
A minimum of two years' experience teaching in secondary schools	X	
Experience of teaching at both KS4 and KS5	X	
Outstanding contribution to pupil progress and achievement	X	
Excellent grasp of pupil data and using this to raise achievement	X	
Experience in motivating students of all abilities	X	
Experience in developing, implementing, evaluating, and improving schemes of work across multiple key stages	X	
Demonstration of experience of leadership responsibilities within subject, faculty, or wider school		X
<b>Knowledge and Skills</b>		
An excellent understanding of curriculum developments for the subjects within Social Sciences.	X	
A strong vision for teaching and learning across the Social Sciences	X	
Ability to support staff in their development	X	
Personal experience of successfully coaching or mentoring others to support their professional development		X
Knowledge of a wide range of successful intervention and assessment strategies	X	
Ability to effectively monitor, review and evaluate the work of the faculty against current Ofsted criteria		X
Knowledge of current educational issues along with developments relating to these subject areas	X	
<b>Professional Standards</b>		
Excellent team working skills	X	
The ability to motivate and inspire others, both colleagues and students	X	
Ability to form and maintain strong relationships with colleagues, students and parents	X	
A considerable work rate and high degree of administrative efficiency	X	
Strong ICT skills	X	
Excellent interpersonal and communication skills	X	
Ability to remain calm under pressure and demonstrate sound judgement when working under pressure	X	
Willingness to constantly model and uphold British Values and Eaton Bank Academy Values	X	
Willingness to contribute to the development of wider school life	X	
Sense of humour	X	