



SUBJECT INFORMATION PACK

Head of Social Studies

(known as
Progress Leader:
Social Studies)

Join us and shape the future!

This really is an exciting time to be joining The Latimer Arts College! This faculty is growing and developing due to the popularity of the diverse range of subjects offered.

The Post

The post holder would be responsible for leading on the subjects of Psychology at Key Stage 4 and 5, Sociology and Criminology at Key Stage 5, and Religious Studies at all key stages. A key part of this role will be bringing together a relatively new team and adding Health & Social Care to the offer if staffing allows.

We are looking for a creative, innovative and ambitious leader who will ensure that the curriculum for each subject is designed and sequenced to ensure that students thoroughly enjoy each one and gain the relevant skills, knowledge and understanding to be successful.

Our Head of Social Studies will be:

- Passionate about, and committed to, securing excellence;
- A leader who is able to inspire and motivate both students and staff to reach the highest possible standards;
- Have a clear vision for the future growth of this faculty;
- Have had a proven track record of success in securing improvement;
- Not be afraid of hard work!

Our Curriculum

Psychology: This is offered at both GCSE (foundation year in Year 9) and A Level, following the AQA specification. The subject is well-established at both key stages and student numbers for both are high. The subject is well resourced with schemes of work in place for all topics. At A Level the students have their own textbooks and access to a library of additional resources. Many of our students have gone on to study Psychology at degree level.

Sociology: This is offered at A Level, following the AQA specifications. This subject is in its fourth year of teaching and, along with Psychology, is one of our most popular subjects.

Applied Criminology: This was introduced for first teaching from September 2022 using the WJEC Specification.

Religious Studies: The subject is popular at GCSE where students are taught the Eduqas A course, with Islam as our second religion studied. At A Level, the OCR Philosophy and Ethics course is taught. In addition this team, along with some members of the EBacc department, deliver the statutory religious studies curriculum to all year groups.

Job Description—Progress Leader: Social Studies

Role: Progress Leader: Social Studies

Line Manager: Assistant Principal

Direct Reports: Social Studies Teaching Team

Scale: TMS/UPS plus TLR1B

General Responsibilities

- To be Progress Leader: Social Studies
- As a teacher, to carry out the specific responsibilities of the role as contained in the School Teachers' Pay and Conditions document;
- To be a form tutor and to carry out the specific responsibilities of the role.

Specific Responsibilities

Leadership

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To model high standards of professional conduct.
- To clearly articulate a vision and direction for the faculty and drive through the establishment of it;
- To lead on delivering outstanding student outcomes in the Social Studies subjects of Psychology at KS4 and KS5, Sociology and Criminology at KS5, and Religious Studies at all key stages, both statutory core and as a GCSE and A Level option, by:
 - Ensuring that the curriculum is ambitious, broad and balanced;
 - Ensuring that schemes of work are sequenced, relevant and up to date;
 - Ensuring that quality first teaching is of the highest standards and adapted to suit the needs of all learners;
 - Implementing systems to share the latest subject developments across the team;
 - Ensuring that all assessments, moderation and administration of examinations are completed accurately and on time.
- To monitor and track student performance, implementing necessary intervention strategies to ensure students make outstanding progress, including those students who are most able, disadvantaged or have special educational needs and disability;
- To promote high standards of student behaviour;
- To lead faculty self-evaluation and co-ordinate subsequent improvement planning arising from the Latimer 'Standards' process and the College Improvement Plan;
- To ensure that resources are deployed efficiently throughout the faculty to ensure best value for money;

Job Description continued

- Where staff are dedicated solely to the Social Studies faculty, to carry out the performance management process;
- To lead Department Improvement Meetings linked to Social Studies and attend Progress Leader Meetings;
- To lead in ensuring that Health and Safety procedures and risk assessments are robustly carried out across the faculty where relevant.

Classroom Teacher

To fulfil and maintain the Teaching Standards by:

- Demonstrating consistently high standards of personal and professional conduct;
- Setting high expectations which inspire, motivate and challenge students;
- Demonstrating good subject and curriculum knowledge;
- Planning and teaching well-structured lessons to a range of age groups and abilities, ensuring that all students make outstanding progress;
- Managing behaviour effectively to ensure a good and safe learning environment in which students can learn effectively;
- Making accurate and productive use of assessment to track the progress of each individual student in timetabled groups and intervene to narrow the gap where progress starts to fall behind;
- Fulfilling wider professional responsibilities by contributing to department and whole college improvement;
- Communicating and consulting effectively with relevant stakeholders;
- Attending meetings as set out in the published meeting cycle.

Form Tutor

- To lead a tutor group and be responsible for the delivery of tutor time activities in accordance with the published schedule and as directed by the House Leader;
- To encourage tutees to comply with Latimer core values;
- To encourage the student voice and develop a Form and House ethos that is in harmony with our core values;
- To encourage high levels of attendance, and support students to improve;
- To provide relevant information, advice and guidance to tutees.

Form Tutor

- To undertake any other reasonable duties as directed by the Principal

Person Specification—Progress Leader: Social Studies

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Qualified Teacher Status / Degree relevant to the subject	X		Application form/Verified at interview
Evidence of further study in preparation for leadership		X	Letter of application
High standard of literacy	X		Letter of application
Commitment to Safeguarding	Essential	Desirable	Method of Assessment
Motivation to work with children and young people	X		Letter of application
Commitment to, and belief in, the equal value of all students	X		Letter of application
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Letter of application/Reference
Ability to raise the self-esteem and expectations of children and young people	X		Letter of application
Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline	X		Letter of application
Teaching and Learning Experience	Essential	Desirable	Method of Assessment
Proven track record of outstanding outcomes	X		Letter of application/Interview
Proven track record of strong and effective behaviour management strategies	X		Letter of application/Interview
Experience of teaching Psychology or Health & Social Care at KS4 and KS5		X	Letter of application
Experience of teaching Criminology or Sociology at KS5		X	Letter of application
Experience of teaching Religious Studies at KS3/4/5		X	Letter of application
Excellent ability to use ICT in varied and innovative ways	X		Letter of application/Interview
Leadership and Interpersonal Skills	Essential	Desirable	Method of Assessment
Prior experience of leadership of a Social Science subject at KS4 or KS5	X		Letter of application/Interview
Experience of leading a successful improvement project with measurable impact		X	Letter of application/Interview
Ability to analyse and interpret data and use it to secure high student outcomes	X		Interview
Ability to communicate effectively and relate well to all stakeholders	X		Letter of application/Interview
Ability to motivate and inspire others to work collaboratively as part of a team	X		Letter of application/Interview
Creativity, energy and enthusiasm, with an added good sense of humour!	X		Letter of application/Interview
Evidence of resilience and working effectively under pressure	X		Letter of application/Interview
Effective time management and organisational skills	X		Letter of application/Interview
Additional Qualities	Essential	Desirable	Method of Assessment
Aspirations of future leadership of a department / team	X		Letter of application/Interview
Willingness to contribute to extra-curricular activities	X		Letter of application/Interview