

Job Description

Head of Sociology and Psychology

The Grey Coat Hospital

Our aim is to 'enable students to take charge of their learning, make decisions based on Christian values, live in the world as independent women, and meet the challenges of the twenty-first century'.

In choosing the Head of Psychology and Sociology we will be looking for an outstanding person, someone with the ability to help maximise the continued development of these subjects. We are looking for an inspirational leader who is committed to the highest achievement for all.

Purpose of the post

- To lead the Psychology and Sociology department so as to ensure its continuing improvement and success and the achievement of high standards for all its students.

Key responsibility areas:

- Strategic leadership and management of the subject areas
- Leading learning and teaching
- Leadership and management of students' attainment and progress
- Leadership and management of staff
- Leadership and management of the curriculum
- Management of resources

Strategic direction and development of teaching and learning

The Head of Psychology and Sociology will:

- develop a clear vision for the department including outstanding teaching and an effective, relevant and challenging curriculum
- monitor and evaluate the curriculum and teaching for both quality and value for money
- plan with the team for the development of the department
- develop effective approaches to meeting the needs of all students including overseeing provision for SEN, G&T and EAL provision
- maintain effective assessment, recording and reporting systems for student progress
- maintain and develop schemes of work
- attend parents' meetings and respond to parents' enquiries
- ensure effective behaviour for learning through use of the school's systems
- carry out a share of supervisory duties in accordance with published rosters
- implement the school's agreed policies

Leading and managing staff

The Head of Psychology and Sociology will:

- conduct team meetings, ensuring the provision of agendas and minutes
- ensure the discussion and transmission of departmental issues and policies to all relevant parties
- exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- maximise the contribution of staff to improve the quality of education provided and standards achieved
- manage the effective deployment and performance of staff by ensuring their professional development through effective systems
- support the Christian ethos of the school and its values
- promote the vision of the school and its commitment to expecting the highest achievements from all members of the school community

Efficient and effective use of resources

The Head of Psychology and Sociology will:

- work with the Head teacher, governors and colleagues to recruit and retain staff of the highest quality
- monitor expenditure and keep an inventory of equipment, textbooks and all other resources
- oversee the provision and maintenance of effective resources for learning textbooks, students' materials, equipment, rooms

Person Specification

When completing section 6 of the application form 'relevant skills and competencies' you should address and evidence your experience, skills and qualifications in relation to the key criteria detailed in this person specification. This section of the application form should be no more than 3 sides of A4.

The Person

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Skills

The successful candidate will demonstrate the ability to:

- provide a vision that is underpinned by the targets and goals needed to translate this into practice
- be highly organised having the ability to work in a self-directed manner
- understand, analyse and make effective use of a wide range of data
- enthuse and engender a desire for learning in children and adults
- use well developed interpersonal and communication skills (including written, oral and presentation skills)
- plan strategically in order to target, address and manage underperformance
- show leadership skills to secure success in learning outcomes
- be an outstanding classroom teacher

Education and Qualifications

- Degree or equivalent
- Qualified teacher status
- Recent and relevant leadership and management development

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced CRB disclosure is required for all posts.