

HEAD OF DEPARTMENT (SOCIOLOGY)

Job Ref:	SOCF24
Closing Date:	12 Noon on Thursday 14 th March 2024
Interview Date:	Friday 22 nd March 2024
Department:	Sociology Department
Salary / Grade:	£30,500 to £47,133 pa depending on experience plus an additional management allowance of £1,235 to £2,469 per annum
Contract:	Established
Hours of Work:	Full Time
Reporting to:	Curriculum Leader
Start Date:	August 2024
DBS:	Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.
Other Information:	An ability to teach another social science subject is desirable.



HEAD OF DEPARTMENT

Reporting to:	Curriculum Leader
Responsible to:	Vice Principal (Curriculum, Quality and Pastoral)
Responsible for:	Appropriate area

JOB DESCRIPTION

The Role:

The person appointed would be expected to:

- Be a dynamic and experienced manager able to provide curriculum and operational leadership to a team delivering high quality provision
- Have extensive successful experience of curriculum development and team leadership
- Contribute to the tutorial system of the College
- Make positive contributions to the Mission of the College
- Be flexible, enthusiastic and able to motivate both staff and students to realise their full potential
- Contribute to other aspects of College life as appropriate

All staff must make a positive contribution to:

- The Catholic ethos of the College
- The College Equality & Diversity Policy;
- The pursuit of excellence and the highest standards of quality in all aspects of College life;
- Their own professional development, in accordance with the needs of the College.

Responsibility, in conjunction with the Principal, for duties commensurate with the following:

All aspects of the Department and those subjects and courses assigned to it, specifically:

Leadership

- To lead by example in setting high standards and expectations for staff in the department
- Provide clear and effective communication to staff in the department
- Development and dissemination of Schemes of Work, materials for teaching/learning and assessment systems.

- Lead by example in the classroom by promoting high quality teaching and learning. Induction and guidance of staff within the Department.
- Advising the Senior Leadership Team and Achievement Board / Academic Board on strategic, curriculum, staffing and resource issues.
- Keep up to date with academic developments associated with the Department.
- Promoting the Mission & Distinctive nature of the college within the Department
- To play an active role in supporting the wellbeing of staff within the Department
- To engage with both supportive and challenging conversations with staff as and when required.

Management

- Convening and chairing regular Departmental meetings.
- Attending meetings convened by the Curriculum Lead or member of the Senior Leadership Team.
- Allocation of duties and tasks within the Department, e.g.:
- Stock/record checks, requisition(s), tutorial arrangements, filing/household management, development of teaching and other materials, maintenance of Departmental records
- Development of Departmental policies.
- Liaison with the Examinations Office to ensure that students are entered for appropriate examinations according to Examination Board guidelines.
- Working with the Curriculum Lead, MIS department and Assistant Principal (Staffing and Catholic Ethos) to ensure the efficient and effective staffing, timetabling and rooming of all classes.
- Establish and review criteria for admissions
- Be involved in decisions relating to student admissions, including borderline decisions, monitoring target numbers and advising on individual cases
- To ensure that the right students are on the right course during the admissions process and student induction period.
- Ensure effective marketing of the Department.
- Responsibility for Health & Safety within the area / department, ensuring that the department complies with appropriate guidelines.
- Promote Equality & Diversity within the Department.

Quality Assurance

- Reviewing the progress of students within the Department to identify high and low achievers in order to take appropriate action.
- Ensuring that staff within the Department carry out their role to agreed College guidelines.
- Completing the area Self-Assessment Review and attending meetings as part of the College Quality Assurance cycle.
- Implementing actions agreed as part of the above process.

- In consultation with the Curriculum Lead, to ensure the rigorous quality assurance of the department including any lesson observations, learning walks, focus groups and work scrutiny.
- Promotion of appropriate professional development of staff.
- Undertake performance management meetings with staff in-line with college processes

General

- Carrying out the roles of Subject Tutor as required.
- To attend meetings and complete mandatory training in accordance with the colleges meeting/training schedule
- To assist at the colleges Open Evenings / Consultation Evenings
- Each member of the College will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her acts or omissions at work.
- To undertake any other duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.

Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service. Please note candidate's suitability to work with children will be explored at interview, including the motivation to work with young people and attitudes towards the use of authority and maintaining discipline.

PERSON SPECIFICATION		HEAD OF DEPARTMENT	
All staff must make a positive contribution to: <ul style="list-style-type: none">the Catholic ethos of the College;the College Equality & Diversity Policy;the pursuit of excellence and the highest standards of quality in all aspects of College life;their own professional development, in accordance with the needs of the College.			
	Essential	Desirable	How Identified
Relevant experience	<ul style="list-style-type: none">Be a teacher with a proven record of success in the subjectHave experience of contributing to curriculum development	<ul style="list-style-type: none">Have experience of teaching to Advanced levelHave a record of contribution to the wider school / college communityHave previous leadership experience	<ul style="list-style-type: none">Application Form/CVInterviewReferences
Qualifications / Education and Training	<ul style="list-style-type: none">Educated to degree level or equivalentA teaching qualification		<ul style="list-style-type: none">Application Form/CV
Knowledge/ Skills & Personal Qualities	<ul style="list-style-type: none">Be able to work with others to achieve the further development of the college, in particular, the maintenance of Ofsted’s “outstanding” college statusAbility to motivate people as members of a teamHave a clear vision for the future development of the departmentBe interested in developing the management of learning within the collegeExcellent communication/presentation skillsExcellent organisational and planning skillsAbility to meet deadlinesAbility to work under pressureCommitment to the ethos of the college		<ul style="list-style-type: none">Application Form/CVInterviewReferences

	<ul style="list-style-type: none">• Commitment to equality and diversity		
--	--	--	--