**Trinity School, Sevenoaks**

**Psychology and Sociology Teacher Job Description & Person Specification**

Job Title: Psychology and Sociology Teacher

Responsible to: Head of Sixth Form

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

This job description should be read in conjunction with General Duties and Responsibilities of a professional school teacher as contained in the Schoolteachers' Pay and Conditions Document.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**JOB DESCRIPTION**

**Role Purpose**

**Teaching and supporting all designated classes in Psychology and Sociology. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the designated curriculum area as appropriate.**

**To monitor and support the overall progress and development of students as a Teacher/Form Tutor. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.**

**Teaching**

* **To undertake a designated programme of teaching across all key stages.**
* **Teach consistently high quality lessons**
* **Plan and deliver schemes of work and lessons that meet the requirements of KS3 and KS4**
* **Be a role model for students inspiring them to be actively interested in Sociology and Psychology**
* **To maintain appropriate records and to provide relevant accurate and up-to-date information**
* **To complete the relevant documentation to assist in the tracking of students**
* **Set expectations for students in relation to standards of achievement and the quality of learning and teaching**
* **Prioritise and manage time effectively, ensuring continued professional development in line with the role**
* **To follow school policies and procedures**
* **To ensure the effective deployment of classroom support**
* **To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework**
* **Follow schemes of work in Psychology and Sociology at all Key stages**
* **Ensuring a high quality learning environment with the department**
* **To lead, monitor and evaluate class work, assessments and feedback to students in line with whole school and department policy.**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Qualified Teacher Status * Degree educated | * MA |
| **Experience** | * Teaching at all key stages of secondary education * Teaching at all ability ranges * Knowledge of the new A Level specification * Recent experience of teaching A Level which demonstrates proven track record of success or you will be recently new to teaching and can demonstrate that you have the attributes of an exceptional teacher and can deliver to a high standard | * Experience of being a form tutor |
| **Knowledge** | * Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study and specifications for examination courses and, where appropriate, Curriculum programme for Post 16. * Contribute to the effective use of subject resources, including evaluation of new materials and equipment * Effective teaching and learning style * Awareness of current issues relating to subject area * Monitoring, assessment, recording and reporting of pupil progress * Statutory requirements concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children | * Awareness and experience of Section 48 inspection |
| Skills | * ICT competent, in particular PowerPoint and able to integrate ICT into subject area * Excellent classroom teacher * Ability to plan, assess and record accurately * Ability to meet targets and deadlines * Excellent inter personal skills * Ability to motivate others * Excellent inter-personal and verbal communication skills * Experience and willingness to organise and run trips * Set homework regularly, (in accordance with the Trinity homework policy), to consolidate and extend learning and encourage students to take responsibility for their own learning. * Work with EAL/SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons. * Support individual learning, including students on the subject gifted and talented register, by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly | * An ability to show innovation and flexibility * Implement new initiatives by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes. |
| **General/**  **Personal Qualities** | * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School, being involved enrichment activities, after school clubs and visits. * Resilient * Strives for excellence in every aspect of school life * Determination and perseverance * Enthusiasm * Passionate * Patience * Be a role model to students through personal presentation and professional conduct. * Liaise effectively with parent/carers for students’ education and welfare |  |

**Signed…………………………………………………… Date………………………………………**

**Employee**