

Job Description for the Post of Head of Health and Social Care

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Deputy Head (Professional Standards and Teacher Development)

Main Purpose of Job

To take responsibility for the planning and day-to-day teaching of Health and Social Care.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. Planning and updating schemes of work.
3. Ensuring that the needs of all students are met.
4. Completing all the necessary paperwork for exam entries including tiers of entry, coursework marks and re-grading submissions. A strong knowledge of the BTEC system, including the SV process, is an essential part of the role.
5. Liaising with external agencies and hosting guest speakers and external visits to ensure a depth of learning experiences beyond the classroom.
6. Attending half termly subject leaders' meetings and line management with a deputy head.
7. Producing information for the Year 9 options process and attending the options evening for parents.
8. Managing and being accountable for the budget for this area and ensuring the subject is efficiently resourced.

9. Completing annual exam analysis and termly subject leader monitoring to ensure accountability for performance of all students in the subject.
10. Developing the curriculum in a consistent and creative way to ensure positive student experience and high performance.
11. Managing people working in the department, including one f/t permanent member of staff and trainees on placement
12. To undertake other duties as required in line with the grade and responsibilities of the post.

2021-22