

**URSULINE HIGH SCHOOL**  
**SOCIOLOGY TEACHER**  
**JOB DESCRIPTION**

**Post Title:** Sociology Teacher

**Grade:** M01 – M06 (£34,502 - £44,756)

**Responsible to:** Head of Faculty/Head of Department

**Date:** April 2023

**Key Purpose:** To fulfil the duties outlined in current legislation in line with the school's aims and policies.

**Accountable to:** Head of Department

**Accountable for:** The progress of pupils allocated to each lesson

**Key Accountabilities**

1. Accountable for the delivery of the specified curriculum

2. Outcomes

**Key Tasks**

- a) To prepare appropriate material in order to deliver the curriculum effectively, using a variety of styles and approaches, with regard to the individual needs of pupils.
  - b) To contribute to the effective development of schemes of work.
  - c) To implement relevant school policies in relation to the subject.
  - d) To mark work formatively in order that pupils are able to make progress and reach their target grades.
- a) To ensure all students and groups of students meet their targets.

- b) Implementing all school's policies on Teaching and Learning, Assessment etc
- 3. Accountable for maintaining a well managed classroom
  - a) To have regard for the safety of pupils in line with the school's Health and Safety Policy and routines.
  - b) To maintain firm but clear discipline using school and departmental systems of rewards and sanctions.
  - c) To ensure that the learning environment is stimulating through the display of pupils' work and other appropriate materials.
- 4. Accountable for keeping records on individual pupils
  - a) To keep a register of attendance at each lesson and to follow up on non-attendance and lateness.
  - b) To set and mark homework in line with the school's policy.
  - c) To contribute to the school's assessment policy through the completion of reports, regular marking, attendance at Parent's Evenings, Academic Review Days and any other report as necessary.
- 5. Accountable for having a professional commitment to teaching and their own development
  - a) To attend regularly and punctually.
  - b) To update subject knowledge through appropriate professional development opportunities.
  - c) To take a positive role in performance review.
  - d) To attend school meetings as per the calendar.
- 6. Wellbeing of students
  - a) To actively support and promote the pastoral wellbeing of students.
  - b) To implement the schools Safeguarding and Child Protection Policy and Positive Mental Health Policy.
- 7. Accountable for personal development of Form Class.
  - a) To actively monitor and encourage the personal development of students in Form classes using Serviam Passport and Enrichment Log.
  - b) To effectively deliver the schools PSHEC programme.
- 8. School Ethos
  - a) To support the Catholic Ursuline Ethos.
  - b) To implement all the schools equal opportunities policies.