



# Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons), PGCE, MA, NPQH

34 Handsworth Avenue  
Highams Park  
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk

www.highamsparkschool.co.uk

<b>Post Title:</b>	<b>SOCIOLOGY TEACHER</b>
<b>Salary / Grade:</b>	<b>MPS / UPS</b>
<b>Responsible for:</b>	<b>Sociology</b>
<b>Responsible to:</b>	<b>Head of Social Sciences</b>
<p>The Professional duties of teachers, (other than the Principal) are set out in the School Teachers pay &amp; Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below.</p>	
<p><b>Purpose:</b></p> <p>To deliver excellent Sociology teaching and monitoring progress to KS4 and KS5</p> <p><b>MAIN (CORE) DUTIES</b></p> <p>Teaching Sociology KS4 and KS5 Ability to teach Psychology KS5 and/or Health and Social Care Level 2 and 3 advantageous General teaching duties as expected for a Classroom Teacher</p> <p><b>Teaching and Learning</b></p> <ol style="list-style-type: none"><li>1. Teach Sociology KS4 and KS5.</li><li>2. Contribute to the Department's bank of resources for the teaching of Sociology and assist in the production of materials which take into account students of all abilities and levels. Ability to delivery Psychology KS5 and Health and Social Care Level 2 and 3 will be advantageous.</li><li>3. Contribute to the drawing up, evaluation and reviewing of Schemes of Work in relation to Sociology.</li><li>4. Carry out effective assessment, revision and exam preparation in Sociology in line with departmental policy.</li><li>5. Work effectively with colleagues, providing support and help as required.</li><li>6. Build positive working relationships with students in your care, implementing the school's rewards and sanctions consistently as well as liaising with parents/guardians as necessary.</li></ol> <p><b>Assessment, Recording and Reporting</b></p> <ol style="list-style-type: none"><li>1. Maintain records of achievement and progress of all students in accordance with statutory requirements and departmental policy.</li><li>2. Mark and return work set, including homework, in line with school and departmental policy.</li><li>3. Adhere to the school's Assessment and Marking Policy.</li><li>4. Complete student data entry and reports in line with school Policy.</li><li>5. Attend Parents' Evenings as required and keep students and parents informed about current</li></ol>	



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## Communication

1. Attend team meetings
2. Attend whole school team meetings where appropriate
3. Liaising with Head of Department and other departments where appropriate
4. Liaise with Tutors where appropriate

## Staff Development

1. Attend inset days when required
2. Attend external training specific to subject where appropriate

## Use of Resources

1. Taking responsibility for teaching room to ensure displays are of a high quality
2. Involvement in the planning and equipping of teaching areas
3. Advising Head of Dept of any resourcing needs as appropriate

## Any other reasonable duties as directed by the Principal/Head of Department