

Job Description

Post: Faculty Head - Social Sciences (Geography, History, Politics)

MATERNITY COVER, from October 2026

Responsible to: Deputy Head Academic

Grade: 3C

Working Pattern: Full-time

Job Purpose

All leaders at Glenalmond College play a key role in shaping strategies to raise standards and realise the College's vision. The Faculty Head for Social Sciences is responsible for delivering high-quality curriculum provision in Geography, History, Business, Modern Studies, Economics, and Politics, ensuring effective teaching and learning, and fostering strong progress and engagement among students. In addition to fulfilling the professional duties of a qualified teacher, the post holder will work closely with the Deputy Head Academic and the Deputy Warden to lead and develop the faculty.

Key Responsibilities

Strategic Leadership of Social Sciences

- Establish and maintain policies and practices that promote high achievement through effective teaching and learning.
- Foster a positive environment where students and staff develop strong engagement with global, historical, political, and economic issues.
- Use data effectively to monitor student progress and implement targeted interventions to support achievement.
- Analyse national and College data, alongside research and inspection findings, to inform curriculum planning and teaching methodologies.
- Report regularly to the Deputy Head Academic on progress and development plans.
- Contribute to the College Development Plan and lead the faculty's development in alignment with strategic priorities.

Curriculum, Teaching, and Learning

- Ensure that Social Sciences teaching is consistently high quality, striving for excellence in every lesson.
- Oversee the monitoring, evaluation, and development of teaching and learning across the faculty, including conducting lesson observations, coaching, and providing developmental feedback.

- Identify and support the professional development needs of faculty staff.
- Ensure curriculum planning is appropriately challenging, differentiated, and aligned with qualification specifications across all Social Sciences.
- Promote interdisciplinary learning opportunities across the faculty, encouraging connections between subjects.
- Contribute to the teaching and development of the Floreat programme.
- Develop a curriculum that meets the diverse needs of students, ensuring academic rigour and progression at all levels, including preparation for university entry and competitive examinations.
- Track student progress using prior attainment data and benchmark testing to identify and support those at risk of underachievement.
- Organise and oversee educational trips, including field studies for Geography, historical site visits, business and economics conferences, and political events, ensuring experiential learning opportunities.
- Lead an enriching extracurricular programme, including debating societies, Model United Nations, enterprise competitions, and research projects.

Faculty Leadership and Staff Development

- Line manage and provide professional support for all Social Sciences faculty staff.
- Set clear expectations and foster a culture of professionalism and collaboration.
- Lead staff development through mentoring, coaching, and participation in the College's Performance Management framework.
- Support NQTs and ITT trainees, ensuring they meet professional teaching standards.
- Work closely with the Support for Learning Department and the Deputy Head Pastoral to ensure that Individual Education Plans and Pastoral Support Plans inform subject-specific teaching.

Resource and Budget Management

- Ensure effective use of resources to support high-quality teaching and learning in Social Sciences.
- Manage faculty budgets responsibly.
- Oversee the effective use of ICT and specialist resources to enhance teaching.
- Organise and facilitate fieldwork opportunities, ensuring proper planning, risk assessment, and integration with the curriculum.
- Maintain a safe working environment through rigorous application of health and safety policies and risk assessments for off-campus activities.

Teaching Commitment

The Faculty Head will maintain a teaching commitment in line with the College's expectations for senior academic staff. Designated non-contact time will be allocated for leadership and management responsibilities.

General Expectations

The post holder is expected to work within the policies, ethos, and aims of the College and undertake other reasonable duties as assigned by the Executive Leadership Team. All staff share responsibility for student care and guidance and the Head of Faculty will be required to serve as an Academic Tutor.

The Head of Faculty will undertake other duties, i.e. mealtime duties, attendance at parent evenings, tutor groups, House tutor duties, participation in extracurricular activities, the marking of pupils' work, writing pupil reports, the preparation of lessons and attendance during any Normal College Holiday to review pupil exam results, supervised study and cover, take a tutor group, carry out boarding duties and, on occasion take a weekend duty to cover an activity.

All teachers should also maintain his/her professional expertise through an agreed programme of professional review and development ("PRD"), or as may otherwise be reasonably required from time to time by the Warden.

All full-time teachers will be expected to do House tutor duties each week, approximately 7.15 pm to 11.15 pm.

Contribute to the extra-curricular life of the school.

This job description is subject to periodic review and may be amended in consultation with the post holder to reflect the evolving needs of the College.

Applications for the post

Glenalmond is committed to safeguarding and promoting the welfare of children: applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers/Disclosure Scotland at an enhanced level. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

All applications must be made on the College Application Form. Please also include a covering letter outlining your suitability for this position.

Please return completed applications either by post (marked Private & Confidential) to:

The HR Officer, Glenalmond College, Perth, PH1 3RY or by email to:

hr@glenalmondcollege.co.uk

Closing date for this post is Friday 9th October

with interviews scheduled from Monday 12th October

although we reserve the right to interview and appoint at any time in the recruitment process. The process will include interviews with members of the College's SLT and the Head of Mathematics, as well as a lesson observation.