



INDIAN SCHOOL AL WADI AL KABIR

JOB DESCRIPTION: - HEAD OF THE DEPARTMENT OF SOCIAL SCIENCE

The Head of the Department of Social Science will lead, manage, and oversee the delivery of the Social Science curriculum for the middle (Classes 6-8) and secondary (Classes 9-10) stages as per CBSE guidelines. This role involves curriculum planning, teacher mentoring, academic monitoring, and fostering a culture of excellence in the subject, Social Science.

KEY RESPONSIBILITIES:-

1. Leadership and Management: -

- Provide academic leadership to the Social Science department, ensuring effective curriculum delivery and adherence to CBSE standards.
- Supervise and mentor Social Science teachers to improve their teaching methodologies and classroom performance.
- Coordinate departmental meetings and foster collaboration among team members.

2. Curriculum Planning and Implementation: -

- Design, review, and update lesson plans and schemes of work in alignment with CBSE guidelines.
- Ensure the integration of other subjects in the Multi- Discipline assignment.

3. Assessment and Evaluation: -

- Oversee the preparation of question papers, assignments, and grading systems for middle and secondary classes.
- Monitor the implementation of formative and summative assessments to ensure student progress.
- Prepare a list of weak students and arrange a need-based teaching after each assessment.

4. Professional Development: -

- Organize and conduct training sessions, workshops, and seminars for the department to enhance teaching practices.
- Stay updated with new CBSE guidelines, teaching strategies, and trends in education and disseminate the information to the team.

5. Academic Monitoring: -

- Evaluate teachers' lesson plans, teaching methods, and classroom performance.
- Analyze student performance data and provide actionable feedback to improve learning outcomes.

6. Resource Management: -

- Manage departmental resources, including books, teaching aids, and digital tools, ensure their effective utilization.
- Recommend new resources to enhance teaching and learning experiences.

7. Extracurricular Activities: -

- Coordinate activities like debates, Quiz, Mock Parliament and Mock Elections Etc.
- Organize Inter school Event like Model UN Assembly

8. Communication and Collaboration: -

- Liaise with school leadership, parents, and other departments to align departmental goals with the institution's objectives.
- Address concerns and queries from parents regarding curriculum and student performance.
- Make the school a happy place to work.

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