




"Everything matters, at all times"

# Teddington School Head of Department – Psychology & Sociology Recruitment Pack



# Welcome from our Headteacher

Thank you for your interest in working at our school. Please read through our recruitment pack, which we hope will give you a flavour of our school.

 Please click the link icon to watch a film about life at our school

Teddington is a vibrant and academically successful school, offering a wide and balanced curriculum coupled with a rich and varied programme of extra-curricular activities, all supported by an outstanding pastoral system. We have a positive outlook and a 'can-do' approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners, and we can all improve. **We were judged 'Good' by Ofsted in November 2021.**

We have a modern and attractive campus that overlooks the River Thames, and the site forms an extremely pleasant working environment. **Our school is a happy community with a calm and caring atmosphere**, with mutual respect between all members of the community, and the fundamental principle that teachers have the right to teach and students have the right to learn.

**We are proud to be part of The Bourne Education Trust (BET)** - a successful multi-academy, made up of nineteen schools (plus a further three associate schools), across primary, secondary and special education. BET continues to grow a community of like-minded academies with the highest aspiration and dedication to achieving the best outcomes for their learners. They understand that people are the key to success, and for this reason believe in creating great places to work where people feel supported and encouraged to be the best they can possibly be. **Staff within their schools can expect to be challenged and motivated to achieve their ambitions**, and such is the scale and scope of the Trust's school-to-school support work, successful candidates can expect to receive rapid promotion either through direct placement or via secondments from their home school.

If after having read the enclosed information, you decide that you wish to apply to become a member of our thriving and successful community, please complete an application form and submit your supporting statement by the given date.

If you wish to have an informal discussion about the post before applying, please feel free to contact our HR Officer on 020 8943 0033 or you can email [hrdepartment@teddingtonschool.org](mailto:hrdepartment@teddingtonschool.org)

We look forward to receiving your application.

A handwritten signature in blue ink, appearing to read 'Kathy Pacey'.

Kathy Pacey



# About Bourne Education Trust

Based in Surrey, Hampshire and Richmond, we deliver the very best educational experience for our pupils. It is responsible for the education of approximately 10,500 pupils and employs just over 1,300 staff. The Trust is organised into both phases and clusters to support specialist and cross-phase collaboration.

The size of its schools range from a one-form entry primary to an eight-form entry secondary school with a sixth form. Schools are equally important and carry the same influence in terms of decision-making within the Trust. Each school has its own head and local governing committee. The Trust is led by a team of 5 senior leaders who report to the CEO, Alex Russell.

Since 2012 it has taken 9 schools from special measures or requiring improvement to good or outstanding. The rest have maintained their good status whilst in the Trust. BET has transformed the finances in 12 of its schools so that no school in the Trust is in deficit.

BET's values are summarised by our strapline: **'Transforming schools; changing lives'**. We absolutely believe that all children regardless of context or background deserve a great education, hence our involvement in schools and communities that have not experienced this. Whilst we want our schools to retain their own identity, all BET schools share environments that are **extremely warm and welcoming, professional, relentlessly positive, highly aspirational and characterised by happy and safe pupils with excellent relationships between them and the staff**. In all classrooms and beyond pupils enjoy creative and effective teaching and learning that fosters belief and confidence.

Our philosophy is to have schools working as effectively as possible and serving their community. We err towards independence on the independence/standardisation continuum but never forget we are one organisation working together. Our schools welcome the support of the Trust and its collective ethos but relish their remit as local schools and the responsibility that brings. Where we have centralised, it has not been driven by us but by the legal framework in which we operate and the requirements of the Academy Trust Handbook.



Please click the link icon to visit the Bourne Education Trust website



## Our Promise

Every pupil can expect to:

- Be known by our staff
- Experience an aspirational culture in which we refuse to accept barriers to achievement
- Have ambitious targets and access to appropriate resources to support their learning
- Meet and talk with our staff regularly about their learning and progress
- Learn within the classroom with appropriate support and to receive extra help when necessary
- Have their learning and progress and that of their peers effectively tracked
- Experience peer-to-peer support within the classroom rather than having total reliance on adults
- Experience a caring and supportive culture in which every individual is safe and can thrive.





## About Our School

### Our Location

Teddington School is situated on the banks of the River Thames, in the London Borough of Richmond upon Thames, in a **£36m modern, attractive campus**. The local area has lots of open and green spaces and has become a desirable area to both have a family but also enjoy the benefits of living close to **Central London and Kingston-upon-Thames**.

 Please click the link icon to access the virtual tour of our school

The school is well serviced by public transport, with Hampton Wick train station a five-minute walk. We offer free car and cycle parking for all staff members.

### Our Benefits

- A shorter academic year (36.8 weeks per year) – meaning more holiday time and work-life balance
- Students leave school at 2pm on Fridays, giving the opportunity for an earlier finish
- A twilight CPD programme creating time off in lieu for longer holidays
- A commitment to reducing staff workload
- A 24/7 Employee Assistance Programme to support your mental health and wellbeing
- Visible SLT with an open-door policy to support your day to day
- Outstanding ECT training and support in partnership with the Xavier Education Trust
- Shared resources and lesson planning
- Great opportunities for career progression
- A professional network of over 20 schools across the MAT to share and receive expertise, guidance and support.

**“Staff at all levels speak about a clear ‘open door policy’ in the school. They feel that leaders take clear consideration of their workload and wellbeing. They value the training they receive”**

**Ofsted 2021**

 Please click the link icon to access the performance tables for Key Stage 4

 Please click the link icon to access the performance tables for Key Stage 5



**“Teaching takes place within a supportive and inclusive classroom environment...Teddington is a caring environment where diversity is recognised and celebrated”**

**“This is a school where pupils enjoy their lessons, feel happy and feel safe. Pupils are respectful towards one another and value the positive relationships they have with staff”**

**Ofsted 2021**



## Advert: Head of Department – Psychology & Sociology

Teddington School has a rare vacancy for an outstanding teacher to join us as the Head of Department for Psychology and Sociology in September 2022.

You will lead both departments and deliver an excellent offer to all students taught at Key Stage 5. You will take full responsibility for the curriculum, day-to-day operations and display high expectations in all you do. This is an exciting opportunity for an ambitious and passionate teacher.

Psychology and Sociology are popular classes in the sixth form and the students perform very well. We are looking for a teacher to join the sixth form community and help to grow these subjects even further as the sixth form welcomes more students. The sixth form at Teddington is the number 1 state sixth form in the borough and consistently achieves an ALPS score of 2.

Teddington School is in an exciting phase of development. We are part of the high performing Bourne Education Trust and have just been judged 'Good' by Ofsted. We are excited to appoint exceptional individuals who wish to make a significant contribution to the learning and lives of our students. We have a proven track record of developing staff and providing an excellent professional experience.

**Salary Grade:** Main/Upper Pay Scale (Outer London) plus TLR 2a – currently £2,873 per annum.  
**Responsible to:** SLT & Headteacher

Interested candidates should complete an application form and email to [hrdepartment@teddingtonschool.org](mailto:hrdepartment@teddingtonschool.org). The closing date for applications is **Friday 20 May at 12 noon**, with interviews taking place on **Tuesday 24 May**.

Candidates are encouraged to apply as soon as possible. We reserve the right to interview as and when applications are received, ahead of the closing date and withdraw this advert without notice.

Teddington School is committed to safeguarding and protecting the welfare and safety of its staff and pupils and follows safeguarding interview procedures. We expect all candidates to meet the highest standard of safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.



"The value placed on newly qualified teachers is phenomenal. I have never felt like my comparatively few years of experience teaching has ever held me back. I was made to feel as valued and worthy of opportunities in progressing my career as much as any other member of staff"

Hollie Pleavin, Head of Year 7





## Job Description: Head of Department – Psychology & Sociology

### Main purpose

The subject leader will take lead responsibility for providing leadership and management for Psychology and Sociology to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all.

Duties and responsibilities

### Strategic direction

- Develop and implement policies for Psychology and Sociology in line with our school's commitment to high-quality teaching and learning
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum, where appropriate
- Liaise with the Trust within subject groups on subject-related events, projects and activities.

The Board of Trustees, Local Governing Committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's Health and Safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



"I started working at Teddington School in the midst of the pandemic, and although a strange time, I have never felt so supported at work. There is a real feel of team culture, where everyone is happy to help anyone. It is so nice to work at a school where you do feel empowered to take risks in your teaching and are so supported in your own professional development with opportunities available. I am proud to say that I work at Teddington School!"

Rebekah O'Hanlon, Teacher of PE



## Job Description (continued page): Head of Department – Psychology & Sociology

### Leading the curriculum

- Develop and review regularly the vision, aims and purpose for the subject area
- Create and deliver an exciting and relevant curriculum
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the subject area
- Continue to develop the enrichment offer.

### Leading and managing staff

- Establish an effective team and hold regular meetings on the subject to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising work, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Coach and model team teaching
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy
- Contribute to timetabling and manage setting pupils into attainment groups
- Lead on the virtual curriculum.





## Job Description (continued page): Head of Department – Psychology & Sociology

### Efficient and effective deployment of resources

- Provide support with textbooks and library books in subject area
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home as part of the new remote learning offer.





## Person Specification: Head of Department – Psychology & Sociology

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"><li>• Degree</li><li>• Qualified teacher status.</li></ul>
Experience	<ul style="list-style-type: none"><li>• Successful experience of leading others</li><li>• Teaching experience.</li></ul>
Skills and knowledge	<ul style="list-style-type: none"><li>• Expert knowledge of the National Curriculum</li><li>• Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve</li><li>• Awareness of local and national organisations that can provide support with delivering the subject</li><li>• Ability to build effective working relationships with staff and other stakeholders</li><li>• Ability to adapt teaching to meet pupils’ needs</li><li>• Ability to build effective working relationships with pupils</li><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Good IT skills</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others.</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Uphold and promote the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Maintain confidentiality at all times</li><li>• Commitment to safeguarding and equality.</li></ul>



“One reason I love working at Teddington School is the community feel and supportive environment that is built on strong professional relationships and mutual trust between all staff members. Since becoming part of the Bourne Education Trust the professional network of multiple schools working together enables me to carry out my role with greater confidence and there are a wider range of career development opportunities”


Joe Taylor, Subject Leader, Science



Teddington School has a commitment to placing the promotion of equality, diversity and inclusion at the centre of every aspect of its work and we want all our staff to feel valued, appreciated and free to be who they are at work. Our staff body represents many different cultures, backgrounds and viewpoints, reflecting the makeup of our student population and ensures that all students have role models to guide them throughout their journey at Teddington.

## How to Apply

Interested candidates should complete an application form which can be downloaded from the school website.

 Please click the link icon to visit the vacancies page to download an application form


**Completed forms** should be emailed to [hrdepartment@teddingtonschool.org](mailto:hrdepartment@teddingtonschool.org) marked for the attention of Kim Bradstreet, HR Officer.

Please note that we are unable to accept or consider CVs.

## Useful Information

For further information about this vacancy please use the following contact details, quoting Ref: **Head of Department – Psychology & Sociology.**

 Kim Bradstreet, HR Officer

 020 8943 0033

 [hrdepartment@teddingtonschool.org](mailto:hrdepartment@teddingtonschool.org)

## How to find us

 Please click the link icon to access a map of the area

## Safeguarding

Teddington School is committed to safeguarding and protecting the welfare and safety of its staff and pupils, and follows safeguarding interview procedures. We expect all candidates to meet the highest standard of safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.





# Teddington School Leadership Team



**Kathy Pacey**  
Headteacher



**Karen Barham**  
Deputy Head



**Philip Wragg**  
Deputy Head



**Chris Daniel**  
Business Manager



**Kirk Campbell**  
Assistant Head



**Alison McGrandles**  
Assistant Head



**Kath Corrigan**  
Assistant Head



**Rachel Foley**  
Assistant Head



**Nicola Green**  
Assistant Head



**Paul McGrath**  
Associate Assistant Head