

PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Tom Phillips

Email: info@preston-manor.com | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com



HEAD OF PSYCHOLOGY INFORMATION PACK

**Permanent, fulltime role: Inner London Teachers Pay Scale plus TLR 2a - £3,391
Required from: April 2025 (or sooner)**

**Closing date: noon on Friday 24th January 2025
Interviews: to be confirmed**



Making School Memorable by Striving for Excellence



Dear Applicant,

Thank you for expressing an interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to work alongside highly aspirational staff in an all-through school. The school has undergone some positive changes, including our new centralised behaviour system and curriculum review.

The school is based across two sites with our Lower School teaching children from Reception through to Year 6 and our Upper School developing the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities.

Preston Manor has a creative climate of success with results exceeding national averages amongst a diverse and truly comprehensive school community. Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our school community and we hold true to the fundamental values of equal opportunity and inclusion for all.

Our School is underpinned by three core values: Ambition, Responsibility and Excellence. We are ambitious for our young people and we develop each individual to be ambitious for themselves. We encourage our students to take responsibility for themselves as well as each other in our strive to achieve excellence for everyone.

We are looking for a professional who is energetic, forward thinking and deeply caring who will be responsible for providing outstanding teaching in our school. We want you to enjoy this next step in your career so supporting your professional growth and development will be one of our fundamental priorities.

I do hope that you will consider applying to join our successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial
Executive Headteacher

The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

Preston Manor is a high achieving and successful school. We are looking for an excellent teacher to lead this committed department to continue to build on its existing strengths and successes.

If you wish to be a part of our thriving community, the successful candidate will have the vision and creativity to contribute to the continued development of Psychology as a valued subject and qualification amongst our school community. You will be joining an energetic school which strives to ensure that all students enjoy learning and surpass expectations for achievement.

The successful candidate would be expected to be able to teach Key Stage 5. They will be expected to lead the department as a whole.

You will:

- have a passion for teaching and learning
- be an innovative and strategic thinker with vision and ideas
- be an excellent practitioner
- lead by example and act as a strong role model to students and staff
- have a positive, can do attitude with staff and students
- be able to demonstrate excellent leadership and management skills
- have a proven track record of achieving outstanding student progress through own practice
- be an effective team player and value every aspect of the life of the school
- have effective interpersonal skills with the ability to inspire students and staff
- be an active learner, who constantly strives to improve, with the desire to progress

We offer:

- the opportunity to work across the education phases
- motivated, enthusiastic and ambitious students
- a friendly and supportive team of teachers
- well-resourced facilities
- a professionally stimulating and collaborative working environment
- a commitment to professional development, including an excellent CPD programme including ECT induction and Train to Teach candidates

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet. The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school.

The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

Student quotes:

"Students at Preston Manor are always aiming high supported by the teachers who push them further."

'Preston Manor is a vibrant, diverse and enriched community. The discipline and teaching is first-class, giving us a wider perspective of how the world around us works.'

Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email hadmin@preston-manor.com or download the pack from our website at www.preston-manor.com

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

JOB PURPOSE:

To lead and to be responsible for:

- raising standards and improving examination results
- the development of the subject, both its long term planning and effective day-to-day teaching
- the work of teachers within the department
- the care of staff
- making a significant contribution to the development and implementation of school policies that create a positive learning culture

In addition to carrying out the professional duties of a teacher other than a Headteacher, as described in the Teachers' Pay and Conditions Document, he/she will be responsible to the Headteacher for the generic areas listed below. A Head of Department (HoD) may delegate any of these duties to staff in the Department, but retains overall responsibility.

GENERIC RESPONSIBILITIES:

Staff

1. Effective oversight of any member of the Department
 - Monitoring the quality of teaching and learning through a formal lesson observation programme
 - ensuring that attendance, classwork and homework are checked and marked and accurate records are maintained
 - ensuring that lessons are at an appropriate linguistic and conceptual level for all students in the class, especially when the groups are of wide mixed abilities
 - commenting on the standard of students' work and giving staff disciplinary support and advice
2. Liaising with the designated person in charge of cover when you or a member of staff in your department is absent, as well as making arrangements for the setting of cover work
 - Delegation and co-ordination of duties within the Department
 - initiating and leading formal Department discussions on school and subject matters, ensuring the presentation of agendas for department meetings, discussion and information documents for the Department and the writing of minutes of meetings which should be sent to the Headteacher and Line Managers;
 - keeping clear records and minutes of decisions, meetings, interviews and correspondence
 - representing the views of the Department in consultative meetings to senior management
 - publicising school policies and ensuring that they are followed
 - drawing up appropriate job descriptions and ensuring that specified duties are carried out
 - encouraging the professional development of teachers, including in-service training and career development
 - Performance Management of designated staff
 - Following Disciplinary, Capability and Competency procedures when necessary
3. Ensuring that the Department is appropriately staffed in conjunction with the Line Manager and Headteacher
 - ensuring effective induction of new staff
 - providing appropriate support for STs, NQTs or GTPs (including lesson planning, observation and preparation of reports and ensuring continuity for their classes)

Students

1. The oversight of work and behaviour of all students within the Department
 - monitoring achievement in each class by looking at schemes of work, examining exercise books, visiting lessons and talking to teachers
 - taking appropriate action when a cause for concern is identified
2. Ensuring tutors, parents and Directors of Student Development (DSD) are informed of progress of students
 - maintaining an accurate assessment record for each student (in line with the whole school assessment policy) and putting interventions in place for those students who are at risk of not achieving their target minimum grade
 - regularly analysing examination and assessment results to identify progress and underachievement across the subject ensuring students achieve their target minimum grade
 - Analysing exam results to raise achievement
3. Maintaining the highest standards of student conduct and behaviour
 - formulating clear Department disciplinary procedures, consistent with school policies
 - advising and assisting teachers over individual students and classes, taking disciplinary action where necessary
 - ensuring that DSD are consulted over concerns and informed of action taken
4. Allocation of groups where appropriate and preparing advance lists for updating by teachers, DSD and SLT
5. Consulting with the SENCO and EAL to identify strategies to support individual students
6. Advising students over choice of courses in conjunction with DSD and careers advisors
7. Liaising with ICT, Careers and PSHE Co-ordinators as when and where appropriate.

Curriculum

1. Leading the Department's curriculum planning consistent with whole school objectives, having regard for the KS4 and A Level specifications and syllabuses (note there is no National Curriculum in Psychology), and local and national strategies
 - leading and supervising approaches to learning and teaching within the team and advising on materials and classroom management strategies
 - embodying curriculum and teaching approaches in comprehensive schemes of work, homework schedules and extra-curricular programmes
 - advising on specific strategies to differentiate work for students at all levels
 - encouraging an appropriate and challenging programme of extra-curricular activities ensuring continuous review of curriculum content and approaches to learning and teaching
 - liaising with other teaching and support staff to promote integration and development of the curriculum
 - liaising with external stakeholders (local industry, community, primary schools, inspectors etc.) to broaden the curriculum
 - actively contributing to whole school curriculum development
 - publicising and interpreting agreed curriculum policy for Department staff and ensuring its implementation
2. Timetable
 - reviewing timetable arrangements with the Deputy Headteacher in November and advising on ideas for the forthcoming year
 - deducing staff requirements, checking against available staff and notifying credit/debit as far as possible to the Headteacher and Deputy Headteacher late in the Spring Term;
 - issuing and explaining timetable to staff and consulting with them over requirements for the forthcoming year

3. Internal and Public Examinations

- arranging details of internal examinations, preparing marking schemes where appropriate and checking results
- submitting external examination entries to the Examination and Assessment Co-ordinator by agreed deadlines and checking examination timetables
- informing relevant staff on examination entry lists, changes of examination policy or subject specific arrangements
- liaising with the Examination and Assessment Co-ordinator

Parents

Providing information to parents and colleagues about the work of the Department and the progress of students

- responding to parental concerns after consulting with appropriate staff and ensuring that accurate records of correspondence are passed to DSD and/or the Line Manager
- preparing the Department sections of all school brochures and handbooks
- ensuring reports to parents go out on time and monitoring the quality of all reports within the department

Resource Management

1. Checking on the accommodation allocated to the Department and reporting any damage to the Site Manager
2. Maintaining and stimulating an ordered appearance of teaching rooms and ensuring the effective use of classroom display
3. Planning, ordering and co-ordinating all Department resources for learning
4. Oversight of an efficient stock control system
5. Ensuring the security of rooms, equipment and software
6. Managing the Department Budget
7. Managing financial resources effectively and efficiently, in accordance with the financial regulations of the school, including requisitions and the careful checking of all goods and services, prior to the authorisation for payment
8. Ensuring that the school's Health and Safety Policy is publicised and followed and for reporting any health and safety hazards to the Finance and Business Manager. This is particularly crucial in practical areas

The main role of every teacher is to promote the highest possible achievement of students through consistently high quality teaching

Main duties and Responsibilities:

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- To set high expectations which inspire, motivate and challenge students.
- Teach across the age and ability range demonstrating good subject and curriculum knowledge. Adapt teaching so that it responds to the strengths and learning need of all students.
- Plan and teach well-structured lessons within a coherent curriculum that meets statutory and other relevant requirements.
- Assess, record and report on the development, progress and attainment of students in line with school policy.
- Complete school reports for parents/carers on students' attainment and progress in line

- with school procedures.
- Provide students with regular supportive feedback to raise progress and attainment by setting and marking work carried out by the student both in school and elsewhere.
 - Manage students' behaviour to ensure a good and safe learning environment in line with the school's policies on behaviour.
 - Develop and maintain professional relationships with colleagues.
 - Manage and deploy support staff in classrooms as and when required.
 - Take responsibility for personal development and improving own teaching practice through appropriate professional development
 - Attend staff and departmental meetings, training days and parent's evenings.
 - Carry out pastoral duties including the role of a Form Tutor as required.
 - Produce and maintain attractive classroom displays.
 - Promote equal opportunities for all within the school community.
 - As an all-through school all staff are expected to make the most of this provision and to liaise with relevant colleagues in all parts of the school. The school is based on two sites and there may be times when colleagues are expected to work across both sites with students.
 - To carry out the professional duties of a school teacher, under the direction of the Executive Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

Job descriptions are reviewed regularly and may be amended following discussion with the post holder.

This job description should be read in conjunction with the School Teachers' Pay and Conditions Document (STPCD).

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Qualified Teacher Status including KS3/KS4
- Good Degree
- Clear evidence of continuing professional development areas

Desirable

- Further professional qualifications
- Recent CPD in related curriculum areas

KNOWLEDGE AND EXPERIENCE

Essential

- Experience of leading, coordinating and monitoring student achievement
- Ability and willingness to teach outside the subject area
- Clear evidence of successful teaching across the full ability and age range and at examination level (including A Level and another Key Stage)
- Clear evidence of raising student achievement within a successful department
- Experience of raising the achievement of targeted groups, implementing curriculum development that has led to raising standards / improvements in the departments teaching and learning / assessment for learning
- Up to date knowledge of the changes in the Psychology Curriculum
- Strategies for social inclusion, personalised learning and differentiation across a mixed ability range
- Current national developments in education, teaching and learning
- Monitoring and evaluation
- Good practice in social inclusion
- Good time management skills
- Good communication, administration and organizational skills
- Effective management of student behaviour
- Provision for SEND, vulnerable and “at risk” children

Desirable

- Experience in KS3 and KS4 teaching in another subject
- Experience of teacher AQA A level Psychology
- Experience of marking external examinations
- Experience of teaching in more than one school
- Experience of managing a budget
- Knowledge of curriculum changes in AQA A level Psychology

SKILLS AND ABILITY

Essential

- Effective organisational skills with the ability to meet deadlines
- Ability to gather, analyse and interpret data for effective target setting
- Dynamic and innovative approach to teaching and learning developments within a department
- Ability to model effective teaching methods in order to raise achievement
- Ability to assess and promote students’ progress in a variety of ways
- Good interpersonal and communication skills
- Confident use of ICT
- Ability to plan strategically in order to raise achievement
- Ability to lead and influence others
- Ability to build positive working relationships with colleagues and provide support through coaching/line management
- Ability to write clear concise reports
- Ability to carry out lesson observations, provide feedback and set suitable targets
- Ability to lead, manage and implement changes to the curriculum
- Ability to motivate and effectively manage students in large groups and individually
- Emotional literacy and empathy for all young people
- Able to work in such a way as to secure the professional respect of colleagues and be adept at developing the knowledge, skills and understanding of those colleagues

- Ability to assess and promote student progress and their needs in a variety of ways
- Ability to work strongly in a team both within the school and department
- Positive attitude towards school improvements and raising achievement

Desirable

- Record of ensuring students make more than expected progress in exam classes

EQUAL OPPORTUNITIES

Essential

- Awareness and commitment to equal opportunities issues and how these can be addressed in the classroom environment
- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities

Desirable

- Willingness to help formulate and implement equal opportunities policies

CHILD PROTECTION

Essential

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct

DISPOSITION

Essential

- To be interested in young people, how they learn and in developing ways of removing barriers to learning
- Commitment to the comprehensive ideal, social inclusion and to raising standards for all students
- Interest in developing interventions to counteract disadvantage, prevent underachievement and improve the literacy levels of all students
- Commitment to and understanding of collective responsibility and distributed leadership
- Willingness to attend outside meetings and to work outside the timetabled day
- Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour
- Willingness to contribute to extra-curricular activities within the school
- To display a warm and approachable demeanour
- A flexible approach and sense of humour
- Display a professional manner
- Be positive and constructive
- Be resilient and assertive
- Empathetic and sensitive to differing viewpoints
- Belief in the importance of teamwork and a collaborative approach