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**Job Description**

**St Michael’s Catholic College**

 **Head of Psychology (Maternity Cover)**

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| **Reports to:** | Member of the Senior Leadership Team |

You are required to carry out the duties of a college teacher, as set out in the current College teachers’ Pay and Conditions Document and additionally those set out in the St Michael’s job description for a college teacher.

In addition, you are required to undertake the following responsibilities for which you are paid 2B on the TLR scale (in addition to MPS/UPS as appropriate), having regard to the overall aims and general ethos of the college as outlined in the Mission Statement and Curriculum Policy. TLR subject leaders support, develop and ensure high standards of teaching and learning and the wellbeing of staff and students. They should provide regular feedback to their line manager to demonstrate evidence of good practice and progress against department priorities resulting in a tangible impact in student learning across the department. TLR teachers have a particular responsibility for monitoring in their area and regularly collecting and collating evidence which will inform departmental and 6th form self-evaluation.

Main duties and responsibilities of the Head of the Psychology Department.

**LEADERSHIP**

* To lead the Psychology department as a rigorous highly academic subject.
* To lead and manage curriculum development in order to sustain and improve the quality of student learning.
* To ensure high standards of student attainment and progress within the whole curriculum area and to be accountable for student progress and attainment in Psychology
* To work across 6th form departments to develop and enhance the teaching practice of others, acting as a model of reflective practice, sharing and being open to best practice within and outside the department
* To lead the development of appropriate syllabuses, resources, schemes of work, marking and feedback policies, assessment and teaching and learning strategies in the department.
* To promote the work of the Psychology department across the college.
* To demonstrate consistently high standards of personal and professional conduct.
* To undertake any other responsibilities commensurate with this senior position, as directed by the Principal.

**PLANNING AND CURRICULUM DEVELOPMENT**

* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the College’s curriculum vision.
* To give full support to the college’s ethos and to develop students’ positive attitudes towards learning in accordance with the curricular policies determined by the Trustees and Principal.
* To efficiently and effectively manage and deploy financial and physical resources within the department.
* To take responsibility for writing the departmental development plan, linked to college improvement priorities and for implementing and reviewing agreed actions.

**OPERATIONAL/STRATEGIC ROLES**

* The day-to-day management, control and operation of course provision with the department, including the efficient and effective deployment of physical resources.
* To actively monitor and evaluate student progress and respond appropriately, to ensure standards of attainment and achievement are raised consistently.
* To implement college policies and procedures.
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with college and requirements and are updated where necessary
* With the Principal, SLT and other Subject Leaders to assist in the whole-college self-review and evaluation process and the development and implementation of the college development Plan.
* To work with the Principal and Senior Leader line managing Psychology to ensure the college’s readiness for external review/ inspection.

**CURRICULUM PROVISION & DEVELOPMENT**

* To liaise with the Vice Principal i/c Curriculum to ensure the delivery of a rigorous, comprehensive, high quality and cost-effective curriculum programme in line with college improvement priorities and diocesan requirements.
* To facilitate regular informal and formal regular assessment of student progress within the department, including tests and internal examinations. This will include setting of examination questions, arrangements for any examinations and the marking of examinations and recording of results.
* To liaise with and support SLT and Leaders of Learning in organising subject examinations and mock examinations in the appropriate year groups.
* To lead, initiate, encourage and co-ordinate curriculum development for the whole department.
* To keep up to date with all developments in the subject/curriculum area(s), and with teaching practice and methodology.
* To lead, initiate, encourage and co-ordinate teaching strategies that promote and enable high quality learning.
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

**RECRUITMENT, DEVELOPMENT AND DEPLOYMENT OF STAFF**

* To work with the relevant member of SLT to ensure department development needs are identified and that appropriate programmes are designed to meet such needs.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the cover manager.
* To participate in the interview process for teaching/trainee teacher posts when required and to ensure effective induction of new staff/trainees in line with college procedures.
* To promote teamwork to ensure effective working relations.
* To act as a positive role model.

**QUALITY ASSURANCE**

* To regularly monitor and evaluate the quality of teaching and learning in the department/KS5 departments.
* To enable, promote and encourage the sharing of good practice within the department and between KS5 departments.
* To maintain and review common standards of practice within the department/KS5 departments and develop the effectiveness of teaching strategies.
* To ensure consistent adherence to college visible consistencies.
* To ensure that the department’s quality procedures meet the requirements of self-review and evaluation.
* To demonstrate excellence in classroom practice.
* To monitor the performance and to carry out an annual self-review and evaluation for the department as a whole, including an analysis of examination results.
* To develop a departmental development plan in response to this evaluation and the key objectives of the college development plan.
* To work with SLT line manager towards implementing the departmental development plan and meeting the targets set within it.

**MANAGEMENT OF INFORMATION AND DATA**

* To evaluate and make use of performance data provided to improve the quality of teaching and learning in the department.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
* To produce reports within the quality assurance cycle for the department.
* To provide the Principal/Trustees with relevant information relating to the department’s performance and development.
* To provide the Exams Officer with relevant, accurate information concerning the entry of students for public examinations.
* To assist the Exams Officer in ensuring that pupils are correctly entered for public examinations.

Any other duties as reasonably requested by the Principal.

**WE OFFER**

* A calm, supportive and well organised school environment where you can enjoy teaching and work in an inclusive Catholic and Salesian ethos that respects and welcomes all.
* Excellent student engagement and behaviour, with consistent centralised behaviour management systems which support staff.
* Commitment to professional development and performance management that is focused on individual needs with bespoke professional development e.g., NPQs

exam board training, in school opportunities to develop teaching and leadership including carrying out research.

* A commitment to the continuous review and reduction of staff workload e.g., feedback lessons instead of marking classwork, time provided for moderation of assessments, planning time built into inset days and a generous teaching allocation.
* Leaders and Governors who are committed to staff wellbeing and ensure staff are supported through everyday policies and practices as well as by offering support with health e.g., free flu vaccinations, subsidised healthcare through Benenden, access to the school nurse and school counsellor, staff retreats.
* Excellent staff facilities including free tea and coffee at breaktime and microwaves, kettles, coffee machines and fridges in the staff café areas as well as a wide range of social and wellbeing activities.
* A central location in the heart of London close to Bermondsey tube, Canada Water over ground and London Bridge train station.

February 2025