

Newlands Girls' School

Courage Commitment Compassion

Headteacher: Miss J. Capon



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Farm Road, Maidenhead, Berks SL6 5JB

Job Description

TEACHER OF PSYCHOLOGY

TEACHERS' MAIN SCALE OR UPPER PAY SCALE + OLF

Purpose:

To lead the Psychology Department to ensure that all students at Newlands learn the taught curriculum to the greatest effect by delivering high quality teaching and learning as well as support, while contributing to the wealth of opportunities on offer.

Teachers at Newlands ensure we set no limits to what students can achieve by exhibiting our values of Courage, Commitment and Compassion at every opportunity. We set consistently high expectations and through building strong relationships, ensure that students have the highest level of knowledge and skills to take them forward to the next stage of their education.

Responsible to: The Senior Link for Psychology and ultimately to the Headteacher.

Main responsibilities:

Head of department responsibilities

- To lead and line manage the Psychology Department to ensure students receive a high quality of education.
- Lead the management and development of the Psychology curriculum.
- Quality assure the implementation of the Psychology curriculum and support teachers in developing their pedagogy in line with the School's approach.
- Ensure departmental and teachers' CPD needs are met.
- Develop and organise formative and summative assessments to ensure that students' knowledge and understanding is regularly checked and any gaps are acted on.
- Monitor and analyse progress and assessment data and implement follow-up plans and actions.
- Report to the Senior Leadership on curriculum intent, implementation and pedagogy and impact.
- Ensure exam specification requirements are met.
- Liaise with the Exams Team to ensure that entries and arrangements for public examinations and non-exam assessment are correct.
- Promote a range of enrichment activities beyond the classroom.
- Chair and minute departmental curriculum development meetings.
- Ensure work is set for absent staff and monitor and support cover and supply staff.
- Work with the Timetabler and Leadership Team to deploy teaching staff in order to implement the Psychology curriculum effectively.
- Manage the Psychology budget and ensure resources are effective in maximizing curriculum impact.
- Submit departmental budget bid to the Finance Team.

Teaching responsibilities

- Plan and deliver lessons that effectively implement the School's curriculum.
- Adapt lessons to ensure no student is left behind including those with SEND, EAL and disadvantaged students.
- Develop new teaching materials, schemes of learning and assessments as necessary.
- Follow the School's Behaviour Principles and Procedures Policy to ensure an excellent climate for learning is maintained at all times.
- Work closely with the SEND team to meet the needs of students with SEND and deploy classroom support effectively.
- Identify gaps in students' knowledge and skills through assessment strategies and adapt lessons as necessary.

- Assess students' knowledge, skills and curriculum progress and provide effective feedback in line with the School's Assessment, Feedback and Reporting Policy.
- Communicate with parents when necessary on progress or behaviour.
- Submit class data to the School's MIS in line with the Assessment, Feedback and Reporting Policy and reporting calendar.
- Take part in after school events such as Open Evening, Parents' Evenings and Sixth Form Open Evening.
- Ensure subject and pedagogical knowledge is up to date and regularly reviewed.
- Take active control of your own CPD programme and attend in school CPD, as set out in the training calendar.
- Participate in arrangements for teacher appraisals.
- Assist with quality assurance and reviews as necessary.
- Support colleagues in and across teams.
- Identify ways to work more efficiently while maintaining high standards.
- Follow Keeping Children Safe in Education and report safeguarding concerns in line with the School's Safeguarding Policy.

Additional duties:

- Take on responsibility for a tutor group.
- Comply with the School's Health and Safety Policy.
- Undertake a breaktime duty as directed.
- Ensure the school site is calm and orderly during the school day.
- Other activities the Headteacher may reasonably require.

It is important to remember that Safeguarding is everyone's responsibility and our top priority as educators.