



An All-through Co-operative School

“Making School Memorable by Striving for Excellence”

JOB DESCRIPTION

JOB TITLE	Head of Psychology
GRADE	Main/Upper Pay Scale + TLR 2a
RESPONSIBLE TO	Headteacher via Senior Leadership Team

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

3. 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
4. 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 BTs, 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 promote and safeguard the welfare of students according to school policies and procedures
- 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 Head teacher, as set out in the current 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.

Reviewed April 2021