



CARLTON LE WILLOWS ACADEMY

JOB DESCRIPTION

Programme Leader for Psychology & Criminology

Responsible to:	Head of Science
Responsible for:	Teaching staff and other relevant personnel within the department
Liaising with:	Head/Deputies, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff and parents
Salary/Grade	TLR 2a
Working Time	195 days per year. Full time.
Disclosure level	Enhanced

PURPOSE

- 1 To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- 2 To be accountable for student progress and development within the subject area.
- 3 To develop and enhance the teaching practice of others.
- 4 To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the governing body and head teacher of the Academy.
- 5 To be accountable for leading, managing and developing the subject/curriculum area.
- 6 To effectively manage and deploy teaching/support staff, financial and physical resources within the subject to support the designated curriculum portfolio.

MAIN DUTIES

Operational/Strategic Planning

- 1 To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject.
- 2 The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- 3 To actively monitor and follow up student progress.
- 4 To implement Academy policies and procedures as required, e.g. equal opportunities, health and safety.
- 5 To work with colleagues to formulate aims, objectives and strategic plans for the subject which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- 6 To lead and manage the business planning functions of the subject and to ensure that the planning activities reflect the needs of students within the subject area, departmental and Academy improvement plans and the aims and objectives of the Academy.
- 7 To link with the middle managers to ensure that the work in the curriculum area fully reflects the Academy's distinctive ethos and mission.
- 8 In conjunction with relevant staff to foster and oversee the application and use of ICT in media studies.
- 9 To ensure that health and safety policies and practices, including risk assessments, throughout the subject are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's' health and safety manager.

Curriculum Provision

- 1 To liaise with the assistant head teacher (deep experience) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy improvement priorities.
- 2 To be accountable for the development and delivery of psychology and criminology.

Curriculum Development

- 1 To lead curriculum development for the subject area.
- 2 To keep up to date with national developments in the subject area and teaching practice and methodology.
- 3 To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 4 To maintain accreditation with the relevant examination and validating bodies.
- 5 To ensure that the development of psychology and criminology is in line with national developments.
- 6 To develop and manage a full programme of study support activities.

Staffing

Staff Development

Recruitment/Deployment of Staff

- 1 To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 2 To be responsible for the efficient and effective deployment of the subject's support staff.
- 3 To undertake appraisal review(s) and to act as reviewer for a group of staff within the designated subject area as required.
- 4 To make appropriate arrangements for classes when staff are absent ensuring appropriate cover within the subject liaising with the relevant staff to secure appropriate cover within the subject.
- 5 To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- 6 To promote teamwork and to motivate staff to ensure effective working relations.
- 7 To participate in the Academy's' ICT programme.
- 8 To be responsible for the day to day management of staff within the designated department and act as a positive role model.

Quality Assurance

- 1 To ensure the effective operation of quality control systems.

- 2 To establish the process of the setting of targets within the subject and to work towards their achievement.
- 3 To establish common standards of practice and develop the effectiveness of teaching and learning styles within the department.
- 4 To contribute to the school procedures for lesson observation.
- 5 To implement quality assurance procedures and to ensure adherence to those within the subject area.
- 6 To monitor and evaluate the curriculum area in line with agreed procedures including evaluation against quality standards and performance criteria.
- 7 To seek/implement modification and improvement where required.
- 8 To ensure that the curriculum area's quality procedures meet the requirements of Academy wide self evaluation and improvement planning.

Management Information

- 1 To ensure the maintenance of accurate and up to date information concerning the subject on the management information system.
- 2 To make use of analysis and evaluate performance data provided.
- 3 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.
- 4 To produce reports within the quality assurance cycle for the subject.
- 5 To produce reports on examination performance, including the use of value-added data.
- 6 In conjunction with the relevant senior/middle leaders, to manage the collection of data within psychology and criminology.
- 7 To provide the governing body with relevant information relating to the subject performance and development.

Communications

- 1 To ensure that all staff teaching within the curriculum area are familiar with its aims and objectives.
- 2 To ensure effective communication/consultation as appropriate with the parents of students.

- 3 To liaise with partner schools, high education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- 4 To represent the subject area's views and interests.

Marketing and Liaison

- 1 To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- 2 To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events.
- 3 To actively promote the development of effective subject links with external agencies.

Management of Resources

- 1 In liaison with the head of science ensure the availability of resources and to requisition, organise and maintain equipment and stock, and keeping appropriate records.
- 2 To work with the relevant senior leader and the head of science to ensure that the subject's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System

- 1 To monitor and support the overall progress and development of students within the subject.
- 2 To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 3 To act as a form tutor and to carry out the duties associated with that role as outlined in the generic job description.
- 4 To contribute to pastoral and house activities through the role of tutor.
- 5 To ensure the behaviour management system is implemented in the subject so that effective learning can take place.

Teaching

- 1 To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional Duties

- 1 To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

Other Specific Duties:

- 1 To continue personal development as agreed.
- 2 To engage actively in the appraisal process.
- 3 To undertake any other duty as specified by STPCB not mentioned in the above.
- 4 Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 5 Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- 6 Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the Job Description.

Signed: (Teacher) Date: