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**JOB DESCRIPTION**

**TITLE OF POST: Subject Leader, Psychology**

**ACCOUNTABLE TO:** The Head of Faculty

**JOB PURPOSE:**

* To lead and manage the teaching of Psychology
* To lead and develop the curriculum provision of the subject with the aim of ensuring that high standards of teaching and learning are upheld, in line with the aims, ethos and policies of Tiffin School
* To lead and line manage staff within the subject
* To manage resources and finances
* To ensure that appropriate data is used by all subject members as a means of raising standards and aiming for excellence
* To ensure the highest standards are set in teaching and learning in the subject

**AREAS OF RESPONSIBILITY:**

In addition to the normal role of a classroom teacher, the Subject Leader has the following responsibilities, working in conjunction with the Head of Faculty:

**Leading the subject**

* To lead the subject and implement departmental developments
* To support and encourage the development of all members of the department and to seek professional development and training opportunities
* To encourage subject teachers to aim for excellence through rigour and consistency
* To promote ideas and sharing of good practice
* To support colleagues when managing behaviour
* Coach and mentor staff accountable to you
* Play a role in appointment of staff in your department
* Represent Tiffin School at local and regional events where appropriate
* To hold regular line management and department meetings with colleagues
* To lead the supervision and support of BTs, NQTs and others in in the department and to liaise with the Professional Tutor for Teaching

**Managing the subject**

* To be accountable for subject resources and finances
* To ensure that centralised assessment records are regularly up-dated
* To be responsible for over-seeing that schemes of work are in place and followed, and reflect the content and assessment criteria of exam board specification at KS5
* To be responsible for the environment of the subject area
* To ensure that all deadlines are met
* To ensure internal and external Psychology exams run smoothly and all exam entries are given to the Examinations Officer as and when required
* To organise enrichment activities

**Monitoring and evaluating performance**

* To effectively monitor and evaluate aspects of teaching and learning in the subject and contribute to whole school self-evaluation
* To ensure the highest standards of teaching and learning in the subject
* To make effective use of data to improve student achievement
* To monitor homework and independent learning practices in the subject
* To monitor and track the progress of students, identifying underachieving students and implementing measure to support them
* To implement strategies celebrating student achievement
* To ensure all assessment at KS5 is in line with exam board assessment

**PROFESSIONAL DUTIES:**

* As laid down in the current School Teachers’ Pay and Conditions document
* Undertake other duties as may reasonably be expected
* Support the aims and ethos of the School
* Seek opportunity for one’s own professional development

These responsibilities are subject to the general duties and responsibilities contained in the statement of contract.

This is a “job description” only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the post holder.