OUR LADY OF THE MAGNIFICAT

*Have Life and Have it to the Full.*

# Job Description
# (High school)

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| **Job Title:** | Teacher of Psychology |
| **Responsible to:** | Principal |
| **Salary:** | MPS/UPS paid pro rata |
| **Hours:** | Part time (to be discussed at interview) |
| **Contract:** | Permanent |

**Job Purpose**

- To carry out the duties of a teacher as set out in the current Teachers' Standards Document
- Implementing and delivering an appropriately broad, balanced, relevant and differentiated curriculum for students in your designated curriculum area
- Monitoring and supporting the overall progress and development of students as a teacher/form tutor
- Facilitating and encouraging learning experiences which provide students with the opportunity to achieve their individual potential
- Contributing to raising standards and student attainment in your curriculum area
- Sharing and supporting in the school's mission to achieve personal and academic excellence for students
- Supporting the Catholic ethos of the school

**Main Duties**

1. **Teaching:**
   - To maintain the standards of the school in the designated area
   - To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
   - To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
   - To provide, or contribute to oral and written assessments, reports and references relating to individual students and groups of students
   - To ensure the ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
   - To undertake a designated programme of teaching
   - To ensure a high quality learning experience for students which meets internal and external quality standards
   - To prepare and update subject materials
   - To use a variety of delivery methods which as part of a departmental team stimulate learning appropriate to student needs and the demands of the syllabus being taught
   - To maintain good behaviour in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work, homework and dress
   - To undertake assessments of students as requested by external examination bodies, departmental and school procedures
   - To mark, grade and give written/verbal and diagnostic feedback as required

2. **Operational/Strategic Planning:**
   - To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your designated Curriculum Area
   - To contribute to the Curriculum Area and department's development plan and its implementation
   - To plan and prepare courses and lessons
   - To contribute to the whole school's planning activities

3. **Curriculum Provision:**
   - To assist the Head of Department to ensure that the curriculum area you teach in provides a range of teaching which complements the school's strategic objectives

4. **Curriculum Development:**
   - Within your department, to assist in the process of curriculum development and change so as to ensure continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.

5. **Staff Development**
   - To continue personal development in your relevant subject areas including subject knowledge and teaching methods
   - To engage actively in the Performance Management Review process
   - To ensure the effective/efficient deployment of classroom support
   - To work as a member of a designated team and to contribute positively to effective working relations within the school

6. **Monitoring and Evaluation**
   - To help to implement departmental and school improvement planning processes within your department
   - To contribute to the process of monitoring and evaluation
   - To review from time-to-time methods of teaching and programmes of work

7. **Management Information**
   - To maintain appropriate records and to provide relevant accurate and up-to-date information on students
   - To complete the relevant documentation to assist in the tracking of students and to inform teaching and learning

8. **Communications**
   - To communicate effectively with the parents of students as appropriate
   - To communicate effectively with your Head of Department and Head of Year

9. **Marketing and Liaison**
   - To take part in marketing and liaison activities such as Open Evenings, Parent Evenings and liaison events with MAC schools
   - To contribute to the development of effective subject links with external agencies

10. **Management of Resources**
    - To contribute to the process of the ordering and allocation of equipment and materials within your department
    - To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources

**TO BE A FORM TUTOR, IF NEEDED AND AVAILABLE, RESPONSIBLE FOR:**

1. **Supporting, guiding and promoting academic and personal excellence for a designated group of students**
   - Creating a positive identity consistent with the school's Catholic mission
   - Praying with the form and leading them in assembly preparation and participation
   - Attending Whole School Masses and other liturgical celebrations with the form
   - Promoting and reporting on students' personal, social, spiritual and academic progress
   - Delivering if required Citizenship or General Studies
   - Supporting the relevant Year Head
   - Promoting high standards of attendance, punctuality, dress and behaviour
   - Implementing the schools' Code of Behaviour with students
   - Taking an active role in addressing individual student issues and needs
   - Accepting responsibility for creating a sense of community ensuring form members are happy and safe, and able to learn in school

2. **Daily procedures with a designated group of students**
   - Completing the daily register for the tutor group
   - Requiring students to account for absence and lates, and liaising with the Year Head as appropriate
   - Dealing with returns and requests for information about students in the tutor group
   - Ensuring that students comply with school expectations on personal appearance and the School's Code of Conduct
   - Informing students of relevant information and daily notices

**Other**

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support, at all times, the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

**The Our Lady of the Magnificat Multi-Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.**

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

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