

Job Description for Head of Psychology

To carry out the following duties in light of the School's status as a Roman Catholic School and of its aims as defined in the Mission Statement and any other documents issued and approved by the Directors.

Post Title		Head of Psychology
Post Number		
Purpose		<ul style="list-style-type: none"> • To raise standards of pupil attainment and achievement within the psychology curriculum area and to monitor and support pupil progress. • To be accountable for pupil progress and development within the psychology curriculum area. • To develop and enhance the teaching practice of other members of staff within the Department. • To ensure the provision of an appropriately balanced curriculum in line with the School's aims and objectives and the policies as determined by the Board of Directors and Headmaster. • To be accountable for leading, managing and developing the psychology curriculum within the School. • To effectively manage and deploy teaching/support staff, financial and physical resources with the Department.
Reporting to:		Line Manager
Responsible for:		Teaching Staff within the Department
Liaising with:		Headmaster, Deputies, Assistant Heads, other Heads of Departments and Heads of Year. Relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, and parents.
Working Time		195 days per year: Full Time
Salary/Grade		TLR 2.2

Disclosure Level		Enhanced
Main(Core) Duties		
Operational/Strategic Planning		<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the psychology department. • The day to day management, control and operation of course provision within the psychology department, including effective deployment of staff and physical resources. • To monitor actively and follow up pupil progress. • To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH etc... • To work with colleagues to formulate aims, objectives and strategic plans for the psychology department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School. • To lead and manage the department's budget • To ensure that the planning activities of the Department reflect the needs of pupils within the psychology department, SDP/DDP and the aims and objectives of the School. • To ensure that Health and Safety policies and practices, including risk assessments, throughout the Department are inline with national requirements and are updated annually, liaising with the School's Health and Safety.
Curriculum Provision		<ul style="list-style-type: none"> • To liaise with the nominated SLT Member for the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/ School Evaluation. • To be accountable for the development of the psychology department.

Curriculum Development		<ul style="list-style-type: none"> • To lead curriculum development for the Psychology Department • To keep up to date with national developments in the psychology curriculum, teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies. • To ensure that the psychology curriculum is in line with national developments.
Staffing Staff Development Recruitment/ Deployment of staff		<ul style="list-style-type: none"> • To liaise with the Professional Development Tutor to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the psychology department. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Assistant Head responsible for staff cover. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School Procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the School's ITT programme. • To be responsible for the day to day management of staff within the psychology department and act as a positive role model.
Quality Assurance		<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To hold termly departmental meetings, one of which should be held in the School Library, attended by all teachers of the psychology department, to publish an agenda and minutes of each meeting and to circulate

		<p>them to the members of the SMT.</p> <ul style="list-style-type: none"> • To establish Departmental targets and monitor the department's progress towards the targets. • To establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all subject areas within the department. • To contribute to the School's procedures for lesson observation. • To implement the School's monitoring procedures and to ensure adherence to these procedures. • To ensure that the Department's quality procedures meet the requirements of self evaluation and the SDP.
Management Information		<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department on the School's information management system. • To make use of analysis and evaluate performance data provided. • 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. • To produce an Annual Report for the Board of Directors and Headmaster on the Department's examination performance, including the use of value added data. • To produce, with the help of departmental colleagues, a departmental handbook which matches school specifications; this handbook is to be updated by the end of September each year, should include the Department's most recent examination statistics.
Marketing and Liaison		<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives. • To ensure effective communication with the parents of the School: to write reports on pupils and attend Parents' Meetings as required.

		<ul style="list-style-type: none"> • To liaise with partner schools, higher education, Industry Examination Boards, Awarding Bodies and other relevant external bodies. • To actively promote the development of effective subject links with external agencies.
Management of Resources		<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down: including the deploying the departmental budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with the Curriculum Deputy Headmaster in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System		<ul style="list-style-type: none"> • To monitor and support the overall progress and development of pupils within the department. • To monitor pupil 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 • To act as a Form Tutor and to carry out the associated duties. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place. • To monitor pupils' coursework and take appropriate action, in line with the school's policies and procedure.
Teaching		<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties		<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its Roman Catholic

		mission and ethos and to encourage and ensure staff and pupils to follow this example.
Other Specific Duties		<ul style="list-style-type: none"> • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. • 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. • To comply with policies defined to reinforce the Roman Catholic Nature of the School: to attend school assembly each day, and other occasional acts of worship.

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

Signed:

Signed:

P Stubbings
Headmaster

Date: