

JOB DESCRIPTION



Subject Coordinator Psychology

Line Manager: SLT | Executive Headteacher
Responsible for: Psychology Department Staff

CONTEXT

This post is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document. Performance of these duties is under the reasonable direction of the Executive Headteacher.

It is expected that staff at Clevedon School agree with, abide by and promote the aims and objectives of the school.

The school's vision statement is: '**Student Focused Achievement**'.

All staff should interact on a professional level with stakeholders. Clevedon School is an institution where each member is valued as part of the school, committed to equality of educational opportunity.

A. MAIN AREAS OF DUTY

- i. The management of the Psychology team to facilitate high standards of achievement for all students.
- ii. To be responsible for the implementation of whole school policies within the Psychology Team.
- iii. To ensure all Schemes of Learning are up-to-date to provide high quality teaching and learning within the Subject area.
- iv. To ensure there are suitable resources for the delivery of the curriculum – managing the Subject budget in co-ordination with the SLT link.
- v. To contribute positively to the whole school vision as a member of the Middle Management Team in the planning and delivery of whole school improvement projects.
- vi. To manage and facilitate professional development for all Subject Team members.
- vii. To manage staff issues including absence and to ensure work is set for students.
- viii. Delivering the curriculum (including lesson preparation, assessing and reporting on students' work) using appropriate teaching methodology and learning styles to maintain an effective learning environment within the ethos, rules and disciplinary systems of the school.
- ix. Participating in and contributing to the subject area developments in both curriculum and cross-curricular issues. This may involve project work, Schemes of learning development or delivery of an intervention strategy.
- x. Working with and directing the Teaching Assistants who may be working in the department or with the member of staff's classes. This would involve planning, resource development, assessments and evaluations.
- xi. Using resources and equipment effectively and ensuring all quality standards in relation to the learning environment meet school expectations.
- xii. Guidance and support and maintaining a positive learning environment to ensure all students follow the expectations published.
- xiii. Working with and assisting any new members of staff to the department and also supply or cover teachers to ensure students receive the highest quality of teaching possible.
- xiv. Arriving punctually to lessons, registration and any meetings.
- xv. Following the school's staff dress code.

- xvi. Following school procedures if absent from school, particularly relating to contacting school by the set time and setting work for classes (or highlighting where this work can be sourced).

B. SPECIFIC DUTIES

- i. Ensuring all Action Plans for the subject area are written in-line with the School Improvement Plan / Ofsted Action Plan.
- ii. Participation in all self-evaluation within the Subject Team, in line with whole school policy to be reported to the SLT.
- iii. Discussion and contribution about the development of the curriculum and curriculum planning with the SLT link e.g. investigation of new courses, assessing feasibility of courses, analysis of curriculum/teacher deployment.
- iv. Tracking, monitoring and evaluation of student performance in support of members of the SLT - ensuring all teachers within the Subject Team keep accurate records and complete assessments to meet deadlines
- v. Organisation and distribution of information for timetabling purposes e.g. set lists/changes, exam entries/withdrawal requests, teacher deployment, rooming etc
- vi. Assistance in the completion of the Performance Management Programme within the Subject Team.
- vii. Support in the management of personnel issues including recruitment, absence, resolving problems, disciplinary and capability issues, advertising and supply staff – led by the SLT.
- viii. Implementation of whole school policies.
- ix. Organising documentation for any school trips and visits within the Subject area.
- x. Fulfil responsibilities as a teacher through effective planning and preparation for lessons. Using Schemes of Learning as active documents by annotating after any module and contributing lesson plans and materials for use by other staff.
- xi. Using prior data to effectively plan lessons to meet the need of all students in the class including those identified as Pupil Premium. Identifying those with Special Educational Needs or Gifted and Talented in the Teacher Planner.
- xii. Completing all assessment records to meet reporting deadlines and using Triple Impact Marking (TIM) as the tool to communicate progress and targets on a regular basis to students and parents. Keeping accurate information on student progress in the Teacher Planner.
- xiii. To work with students in the spirit of the school's ethos of 'positive relationships' and 'mutual respect'. Ensure all stages are followed and the teacher involved deals with the majority of issues (even if the matter has been passed to the Subject Co-ordinator).
- xiv. Using the Rewards Policy as outlined by the school. This includes the issuing of House Points if appropriate, and sending letters and postcards home.
- xv. To ensure any incidents of bullying are treated seriously and the matter dealt with promptly using the school's agreed procedures.
- xvi. To attend and participate in meetings with colleagues as required in a professional manner following the agenda as published. In addition attending meetings with parents, representatives of other educational providers, external agencies or other professionals as required and relevant.
- xvii. To carry out duties as a form tutor in delivering the tutorial programme. To carry out other duties including registration of students using Lesson Monitor, issuing notices, monitoring student's progress planners, enforcing uniform requirements, monitoring progress of students using the progress reports and reviewing social progress using the SIMS behaviour module. Attendance at weekly assembly, contributions to this when requested and ensuring students ethos is positive during these formal occasions.
- xviii. To carry out interventions when deemed appropriate or directed by Line Manager such as meeting with students, target reviews, meeting with parents, letters home etc.
- xix. To attend Academic Mentoring Days and Parents' Evenings to discuss progress and targets with students and parents.
- xx. Engaging positively in the Self-Evaluation Programme and ensuring any documentation or information is readily available for scrutiny. Participating in self-evaluation within the subject area and contributing to actions identified from reviews.

- xxi. Participating in all CsPD offered by the school including Inset Days which may be in the form of twilight sessions.
- xxii. All staff should carry out their duties in accordance with the professional standards appropriate to their place on the pay spine. This will be reviewed as part of the appraisal process.

AND IN ADDITION

To attend and/or chair any other meetings and fulfil other duties as may, from time to time, be reasonably directed by the Executive Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The allocation of particular responsibilities may be amended by agreement from time to time.

NOTES

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

The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

