



St Christopher School Head of Psychology Job Description

Issued: Nov 2017

We are seeking to appoint an outstanding, passionate and motivated Head of Psychology to join our successful department.

Start Dates: Arrival date in Bahrain Wednesday 22 August 2018

Location: Bahrain, Isa Town campus

Contract type: Full Time (2-year)

Salary: Highly competitive, Tax-free

Package: Free furnished housing, medical insurance, annual travel allowance, baggage allowance and free high-quality education for up to three children of your own

Purpose

The overarching purpose of the role of Head of Psychology is to be responsible for the efficient running, development and performance of the department, supporting all members of the department in their responsibilities, and directing, as appropriate, the work of those colleagues to ensure successful and effective teaching and learning.

Reporting

Each Head of Department is responsible to the Principal through the Head of Senior School, and the Senior School SMT (Deputy Headteacher or Assistant Headteacher).

The main responsibilities and duties are outlined below:

The Head of Psychology has the responsibility to:

1. Ensure the strategic direction and development of the department within School
2. Ensure that the department is running effectively and efficiently and in accordance with School policies
3. Ensure that all courses, taught within their department, have been well planned
4. Ensure that students are assessed fairly and consistently across the department
5. Work towards better communications between all sections of the School community
6. Monitor the progress of students within their department
7. Act as an instructional leader and model
8. Take responsibility for the development and performance of professional duties of staff in a team
9. Assist with whole-School development
10. Maintain control over departmental resources



St Christopher School

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11. Prepare, with consultation, curriculum development / operational plans for each School year and monitor progress toward these
12. Accept a measure of pastoral responsibility for staff in their team
13. Ensure that the department policy in setting homework is in line with the School policy
14. Ensure that work is set for classes affected by the absence of a teacher
15. Ensure that reports and communications to parents are of high and increasing quality
16. Assist in the in the preparation and marking of suitable entrance tests as appropriate

The list of responsibilities and duties is not exhaustive.

St Christopher's School is committed to safeguarding and promoting the welfare of children and young people in our care. We follow safe recruitment practices and appointments are subject to vetting including reference checks, identity and criminal record checks. Further details can be found in our [Safeguarding Children and Safer Working Practice Policy](#).