



GREENFORD HIGH SCHOOL

Head of Psychology

Inner London Pay Scale plus Teaching and Learning
Responsibility Point TLR 2B (£4531, April 2019)

Job Description

- Purpose of the post:**
- To lead and improve learning and teaching throughout the curriculum area, aiming for the highest achievable standards in all lessons. To do this through training, observations, coaching and through the use of department meeting time.
 - To develop the content of the curriculum by making informed decisions on what syllabi and specifications to follow, creating challenging and appropriate course. To develop curriculum links with other areas as appropriate.
 - To lead the development of schemes of work and planning throughout the subject in order to improve learning and teaching.
 - To monitor the delivery of the curriculum in the subject area and the assessment of student progress to ensure that teachers and students are working towards the highest standards of achievement. To do this through learning walks, observations and work sampling.
 - To ensure that suitable homework is regularly set and appropriately marked.
 - To lead staff so that they work positively and collectively to develop and improve all aspects of teaching and learning in this area.
 - To track student progress through the use of data, intervening where necessary to raise achievement.
 - To analyse student data, including exam data, and to act on this analyses, reporting to SLT as appropriate.
 - To lead and encourage extra-curricular learning, including trips, clubs, revision sessions and the support of study club.



To be able to teach the appropriate subject(s) across the age and ability range.

To work in accordance with the school's aims, departmental and school policies which are designed to provide an appropriate education for all students and encourage individuals to high personal achievement.

Accountable to: The Assistant Head with oversight of Psychology
Responsible for: Teachers of Psychology

Duties:

1. To improve and develop learning and teaching through the collective development of resources, schemes and lesson plans of the highest standard.
2. To improve and develop learning and teaching in the curriculum area through the development and training of staff who deliver the subject, such as through the use of observation, feedback and advice.
3. To monitor the delivery of the subject, the development of resources and the assessment of student progress. To take appropriate action when such monitoring identifies unsatisfactory teaching and learning or student progress.
4. To identify, define and establish agreed curriculum aims and objectives for the subject.
5. To promote challenging, purposeful, enjoyable and appropriately differentiated lessons in the subject.
6. To promote good behaviour amongst students to create a purposeful learning environment in the classroom, assisting colleagues in the curriculum area to achieve this.
7. To ensure that special needs and language requirements of all kinds are met.
8. To lead, coordinate and enhance the development of the purposeful use of ICT in this area in order to improve teaching and learning.
9. To maintain progression and continuity in the subject area for pupils as they move up the school.
10. To manage the financial and other resources allocated to the department so that they are best used to improve teaching and learning and raise standards.
11. To assist in the promotion of whole school and departmental policies and to follow the school's Appraisal procedures and aims.
12. To assist in the development of the appropriate cross-curricular themes and have oversight of whole school strategies within the subject's



lessons, including: ... literacy, G&T, numeracy, Student Voice, Assessment for Learning, Personalising Learning, work-related learning and enterprise education. To ensure that such themes are identified in the schemes of work.

13. To have regard for the school's status as a Language and Business College and a Training School in the leadership and overall vision of the subject.
14. To have oversight of curriculum enrichment in the curriculum area, including the trips and events which help to inspire and enthuse students in their involvement with the subject

General:

To participate in appropriate meetings with colleagues and parents to facilitate the above.

To undertake a share of general supervisory duties in accordance with the school's organisation of duty rosters.

The above responsibilities are subject to the general duties and responsibilities contained in the current School Teacher's Pay and Conditions document.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget policy and have regard to clause 36(i)(f) of the current Teacher's Pay and Conditions document.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.



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Head of Psychology

Person Specification - Requirements

Qualifications

- DfE recognised Qualified Teacher Status
- Degree or equivalent qualification

Professional Knowledge and Experience

- Understanding of and knowledge of the school's child protection and safeguarding policies and procedures.
- Understanding and/or experience of current developments in the secondary curriculum
- Understanding of current approaches to assessment, recording and reporting procedures at various levels
- Knowledge of the implications for teaching in a multicultural environment
- Knowledge and understanding of issues related to equal opportunities and their implications for classroom practices in teaching
- Knowledge and awareness of the extended schools programme
- Knowledge of the impact of ICT and Virtual Learning Environments in the field of education

Professional Skills - to be demonstrated to the interviewing panel's satisfaction

- Ability to liaise with other teaching staff and work in co-operation with colleagues
- Ability to motivate pupils through the use of a variety of teaching methods and the setting of appropriate goals and monitoring of progress
- Ability to assess, monitor and report on students' progress
- Ability to communicate effectively orally and in writing
- Ability to effectively manage, organise and control students' working
- Ability to successfully encourage students to the highest standards of individual achievement
- Ability to adopt flexible teaching and learning strategies

Educational Commitment

- Commitment to the school's child protection and safeguarding policies and procedures.
- Commitment to the development of schemes of work which will promote positive images and equality of opportunity for all students, irrespective of gender, sexuality, disability or ethnicity; a commitment to the use of a variety of learning styles which will promote the achievement of each individual pupil.
- Commitment to the School's Mission Statement and Code of Conduct.
- Commitment to improving teaching and learning in the subject by personal research and development
- Commitment to addressing whole-school issues and cross-curricular themes in the subject, including literacy, numeracy, Student Voice, Assessment for Learning, Personalising Learning, work-related learning and enterprise education
- Commitment to the achievement of quality in education by through Continuous Professional Development



- Commitment to the development of links between the school, home and the community
- Commitment to providing a supportive environment for the pupils particularly for those with special educational needs
- Commitment to developing and using the VLE/ICT for the benefit of students' learning