



JOB DESCRIPTION

Job Title	Teacher of Psychology (maternity cover)
Start Date	September 2022
Salary	Points 1-9 of the Sixth Form Colleges' Association Teachers' pay spine depending on experience.
FTE	Part Time (0.6FTE)
Responsible to	The Principal through the Head of Faculty, Head of Department and Head of Hall
Liaising with	Relevant staff with cross college responsibilities, e.g. Additional Learning Support staff, teachers within the department and faculty, personal Tutors, Lead Tutors and Support Staff.

Role Purpose

- To teach on appropriate programmes and in other areas according to expertise and to contribute to curriculum development.
- To be a personal tutor and to undertake tutorial duties in accordance with College policy.
- To monitor and support the overall progress and development of students as a teacher within the academic tutorial structure.

Context

The Loreto Psychology department is a large and thriving department with over a 1000 students in total taking A Level psychology. There are 25 classes of lower sixth students and 20 classes in upper sixth. There are 11 teaching staff in the department.

The department offers Psychology A level AQA and is extending its provision to teach elements of the core maths for psychology programme. As part of the AQA course the chosen topics for study in the second year of the A level course are: Schizophrenia, Relationships and Forensic Psychology. The department prides itself on the quality of the teaching resources it provides for the students and the consistently strong A Level results it has helped students achieve.

The department offers a range of enrichment activities for students including a residential trip to London to a Psychology conference and organises visiting speakers who have real life experiences of the topics studied.

The teaching staff in the department have a shared ethos of wanting the best teaching experience and outcomes for all the psychology students in the department and work hard and collaboratively to ensure this happens.



Main Duties and Responsibilities

Teaching & learning

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To undertake the assessment of students' work in conjunction with the Department's Assessment Policy.

Operational/Strategic Planning

- To contribute to the development of resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To actively monitor and follow up student absences and withdrawals.
- To implement College Policies and Procedures e.g. Equality and Diversity, Safeguarding, health and Safety, etc.
- To work with colleagues to formulate aims and objectives for the department and faculty which have coherence and relevance to the needs of students and to the aims and objectives of the College.
- To contribute to departmental trips, including planning activities and attending events as appropriate.
- In conjunction with the Head of Department, to foster the application of IT in the curriculum, including the development of materials for independent learning.
- To implement Health and Safety policies and practices.

Curriculum Provision and Development

- To contribute to the development and delivery of the subject.
- To ensure that differentiated learning materials are provided in the subject and that effective support is provided to students
- To contribute to the development of Key skills in the subject area
- To potentially be able to aid delivery of the subject at GCSE level at a Catholic partnership school
- To be willing to contribute to the 14-19 provision

Staffing

Staff Development

- To undertake staff development where appropriate
- To contribute to the Professional Development Review system
- To attend all appropriate MANCEP (Catholic Partnership) meetings

Deployment of Staff

- To ensure that appropriate arrangements for classes are made when absent
- To work as part of a team and to ensure effective working relations



Main Duties and Responsibilities

Quality Assurance

- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To implement common standards of practice within the department and develop effective teaching, learning and assessment styles.
- To contribute to the College's procedures for lesson observation, including work scrutiny.
- To implement College quality procedures, especially through contribution to the self-assessment process.
- To contribute to the monitoring and evaluation of the department and faculty in line with agreed College procedures including evaluation against quality standards and performance criteria.
- To contribute to modification and improvement where required.
- To contribute to the internal verification system where appropriate in the curriculum area.

College Information and Administration

- To ensure the maintenance of accurate and up-to-date information concerning students taught.
- To collect, analyse and evaluate performance data, especially through use of the electronic markbook.
- 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 contribute to reports within the quality assurance cycle.
- To contribute to reports on examination performance, including the use of value-added data.
- In conjunction with the Head of Department, to take responsibility for decisions regarding entry of students for external examinations and for checking details of examination entries.
- To ensure that correct procedures are followed for the organisation of the practical exams and other external assessments.

Communications

- To ensure familiarity with the department's aims and objectives.
- To ensure effective communication/consultation as appropriate with parents of students.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities which could include the delivery of 'master classes' to feeder schools
- To interview prospective students.
- To link with external agencies as appropriate.
- To contribute to the department's collection of data on destinations.



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www.loreto.ac.uk

0161 226 5156



Main Duties and Responsibilities

Management of Resources

- To co-operate with other subject areas to ensure a sharing and effective usage of resources to the benefit of the College and the students.
- To contribute to the maintenance of an attractive working environment in teaching rooms used.

Student Support

- To monitor and support the progress and development of students.
- To monitor student attendance with students' 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.
- Willingness to write UCAS and employment references for students.

Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General data Protection Regulation (GDPR).

Start Date	September 2022— <i>this is a maternity cover contract from September 2022 to approximately May 2023</i>
Closing Date	Closing date for receipt of applications is Monday 16th May 2022 at 10am . <u>We will not be able to accept applications after this date, except in exceptional circumstances.</u>
Interview Date	Interviews are currently due to be held (this is subject to change). Candidates will be contacted by phone or email to schedule their interview. Please ensure correct contact information is included and correct on your application, along with any dates that you are not available for interview.

Person Specification The person specification will be used in when shortlisting candidates to interview

	Essential/ Desirable	Assessment
Experience		
Evidence of good standards of teaching of the subject area	Essential	Application/Interview
Evidence of teaching the subject area at A Level as appropriate or GCSE for relevant posts	Desirable	Application/Interview
Evidence of consistent/outstanding teaching grades as appropriate	Essential	Application/Interview
Evidence of high levels of student satisfaction as appropriate	Essential	Application/Interview
Skills & Knowledge		
Excellent standards of literacy and numeracy	Essential	Application/Interview
Ability to create high quality materials to use within the department and to use departmental resources and materials effectively	Essential	Interview
Competent at preparing equipment for the effective delivery of practical sessions	Essential	Interview
Willingness to prepare candidates with exceptional skill, dedication and altruism	Essential	Interview
Ability to work with and motivate students	Essential	Interview
Ability to work with other staff as a team	Essential	Interview
Excellent organisational and administrative skills	Essential	Interview
Excellent communication and listening skills	Essential	Interview
A clear understanding of developments in post-16 education	Essential	Application/Interview
Ability to meet deadlines	Essential	Interview
Evidence of commitment to Continuous Professional Development	Essential	Application/Interview
Up to date knowledge of the subject area	Essential	Application/Interview
IT literate	Essential	Application/Interview
Ability to teach a second subject	Essential	Application/Interview
Qualifications		
A relevant degree level qualification or equivalent in an appropriate subject	Essential	Application/Interview
A teaching qualification	Essential	Application/Interview
Attitude & Impact		
Positive and enthusiastic	Essential	Interview
Willingness to take and follow advice from line managers regarding teaching and learning strategies, use of resources and classroom management	Essential	Interview
Willingness to support departmental trips	Essential	Interview
Flexibility and a readiness to undertake a wide range of tasks	Essential	Interview
Personal		
Practicing Catholic (<u>for Theology/RE posts only</u> - In order to comply with the religious ethos of the College, this is a Genuine Occupational requirement under the Equality Act 2010)	Essential	Application/Interview
Enhanced DBS Clearance	Essential	Pre-employment check
Can evidence proof of right of work in the UK	Essential	Application/Interview

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Staff Benefits

- Free secure on-site parking
- Cycle to Work and Technology schemes
- Free onsite fitness classes including Yoga and Pilates
- Free tea and coffee in all staffrooms and subsidised Starbucks pod on campus
- Free staff lunch and refreshments on inset days
- Access to wellbeing services such as private physio and virtual GP appointments through our enhanced Occupational Health package
- End of term all-staff celebration lunch

Payroll & Pensions

Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Teachers' Pension Scheme (unless you opt-out). Further details are available at www.teacherspensions.co.uk .

Safeguarding

DBS Clearance and Safeguarding Checks	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.