

## Postholder:

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation. The teacher shall carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Head Teacher. The following does not attempt to specify all the details of the additional responsibilities and key tasks of the postholder. It is designed to indicate the main duties beyond those expected of main scale teachers.

This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.

<b>The purpose of the post</b>	<p>To have an impact on the educational progress of students following courses in the department.</p> <p>To lead, develop and enhance the practice of those teaching in the department.</p> <p>To be accountable for the leadership, management and development of the curriculum area within the school.</p> <p>To have line management responsibility for staff delivering the curriculum area within the school.</p>
<b>The postholder reports to</b>	Direct responsibility to the Link member of the Leadership Team.
<b>Staff line-managed</b>	<p>Direct responsibility for the work of all staff in the department.</p> <p>To lead the work of other colleagues who have responsibility in the subject area.</p> <p>To lead the Performance Management of staff allocated on an annual basis.</p>
<b>General responsibilities</b>	<ul style="list-style-type: none"> <li>• As a senior member of staff, to contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognises and celebrates success while maintaining good order throughout the school</li> <li>• Take part in the arrangements for Performance Management.</li> <li>• Undertake pastoral responsibilities for a group of students.</li> <li>• Attend meetings and Parents' Evenings relevant to the post.</li> <li>• Such other duties as the Head may reasonably require.</li> </ul>
<b>Post specific responsibilities</b>	<p><b>1. To have an impact on the educational progress of students following courses in Psychology</b></p> <p><b>1.1</b> Ensure that all pupils are treated fairly, with respect and that all staff are actively working to ensure equality of opportunity.</p> <p><b>1.2</b> Ensure pupils are grouped appropriately in line with school and department policies taking account of the needs and prior attainment of pupils.</p> <p><b>1.3</b> Monitor the progress of pupils making use of data available.</p> <p><b>1.4</b> Promote and encourage a range of enrichment activities.</p> <p><b>1.5</b> Develop a culture of praise and a positive ethos.</p> <p><b>1.6</b> Have a clear programme of development for the special learning needs of the most and least able through regular and effective liaison with the SENDCO.</p> <p><b>1.7</b> Oversee standards of pupil behaviour and discipline within the department, establishing suitable disciplinary support systems in accordance with the school's behaviour policy and code of conduct.</p> <p><b>1.8</b> Ensure the completion, and checking, of pupil reports and grade sheets in line with school policy.</p> <p><b>1.9</b> Provide information to LT, other staff, governors and parents on the progress of pupils and on the work of the department as required.</p> <p><b>1.10</b> Be proactive in the involvement of parents on matters concerning pupil progress.</p> <p><b>1.11</b> Work with the Leadership Team and members of the department to use data to monitor progress and set appropriate targets for improvement.</p> <p><b>2. To lead, develop and enhance the practice of those teaching Psychology</b></p> <p><b>2.1</b> Provide a role model as a classroom teacher for department staff and to represent the school positively in the public arena.</p> <p><b>2.2</b> Liaise with other staff regarding appropriate cross-curricular links.</p> <p><b>2.3</b> Ensure the department encourages pupils to attain their full potential with regard to learning, effort and behaviour.</p> <p><b>2.4</b> Develop and maintain a departmental system of support for colleagues with pupils who are unable to learn or disturbing the learning of others.</p> <p><b>2.5</b> Maintain a coaching role with department staff ensuring their professional development is</p>

	<p>an on-going process. This includes regular discussions of progress, identification of strategies for extending professional experiences and negotiation of appropriate job responsibilities.</p> <p><b>2.6</b> Provide appropriate induction for staff new to the department, beginning teachers and cover staff.</p> <p><b>2.7</b> Develop personal leadership and management skills in order to contribute better to the school's development.</p> <p><b>3. To be accountable for the leadership, management and development of Psychology</b></p> <p><b>3.1</b> Ensure all courses within the department meet National Curriculum, Examination Board and any legal requirements.</p> <p><b>3.2</b> Ensure that systems are in place to monitor staff planning and that appropriate pupil records of learning and achievement are maintained.</p> <p><b>3.3</b> Be responsible to the Examination Officer for all aspects of department administration pertaining to external examinations and internal examinations.</p> <p><b>3.4</b> Ensure that department staff are available at the start of examinations to resolve subject specific queries.</p> <p><b>3.5</b> Ensure work is set for absent staff and monitor and support cover and supply staff.</p> <p><b>3.6</b> Complete departmental review and development planning to reflect whole school objectives. Link this to resource allocation.</p> <p><b>3.7</b> Maintain and review schemes of work to deliver the curriculum and to provide learning experiences which are appropriate and relevant to the needs of pupils.</p> <p><b>3.8</b> Oversee the use of department resources and, with information from the Finance Officer, ensure the resources are effective in maximising curriculum delivery.</p> <p><b>3.9</b> Encourage the best presentation of the subject by creating an attractive stimulating environment with attention to the display of pupils' own work.</p> <p><b>4. To have line management responsibility for staff delivering Psychology</b></p> <p><b>4.1</b> With the timetabler, deploy staff in accordance with their strengths and in order to meet the needs of the department and school.</p> <p><b>4.2</b> Assist in the appointment of new staff.</p> <p><b>4.3</b> Ensure the department is represented at appropriate school meetings and provide opportunities for information/ideas to be fed back to and discussed with department staff.</p> <p><b>4.4</b> Convene and chair regular department meetings and working groups and ensure a record of proceedings is passed to the Line Manager.</p> <p><b>4.5</b> Be responsible for the work of all staff within the department (including associate staff as appropriate).</p> <p><b>4.6</b> Ensure adequate homework is set and that pupils' work is regularly and consistently marked in accordance with school policy.</p> <p><b>4.7</b> Take responsibility for safety of all who use rooms and carry out regular safety audits.</p> <p><b>4.8</b> Carry out the school's Performance Management requirements.</p> <p><b>4.9</b> Ensure all staff in the department follow the school's policies, systems and procedures.</p>

Signed: \_\_\_\_\_ TBA Date: \_\_\_\_\_  
Head of Psychology

Signed: \_\_\_\_\_ Dr. Louise Ceska Date: \_\_\_\_\_  
Headteacher