

Haileybury



Teacher of Psychology (Maternity Cover)

Information for candidates

November 2017

Contents

- 03 Haileybury
- 04 The Role
- 05 Key Tasks and Responsibilities
- 06 Psychology at Haileybury
- 07 Benefits of Service
- 08 Selection Process



Haileybury

Haileybury is an outstanding co-educational boarding school. Located near Hertford, the school occupies a superb setting with 500 acres of campus gardens and woodland, and is within easy reach of central London.

Haileybury was originally built to house the East India College but, four years after its closure in 1858, Reverend A G Butler opened its gates as a public school. In 1874 a Haileybury housemaster was appointed the first headmaster of the United Services College at Westward Ho!, which later moved to Windsor and became the Imperial Service College. In 1942 Haileybury and the ISC combined to become Haileybury and Imperial Service College, now known as Haileybury.

Today, Haileybury is proud of its history, tradition, community and values, taking the best from the past while looking to the future. Academic rigour and outstanding co-curricular provision are at the heart of the college, offering Haileybury's pupils a truly all-round education and ensuring they leave as confident, tolerant and ambitious individuals who can make a difference in the world beyond school.

Child protection

Teachers should be aware of their responsibilities for promoting & safeguarding the welfare of children with whom they may come into contact.

Health and safety

You are required at all times to carry out your duties in a manner which neither endangers yourself nor other people and if you consider something is unsafe or likely to cause injury or ill health, you must rectify it (if safe to do so) or report it to the Bursar or the College Health and Safety Manager. You should read, understand and implement the Health & Safety Policy & Arrangements for Haileybury, which will be made available to you at Haileybury.

Heads of Departments/line managers are responsible for ensuring all work and activities within their department and under their control are carried out in a safe manner, are risk assessed where necessary and are in line with the Haileybury Health & Safety Policy.

Data protection

Haileybury adheres to the Data Protection Act 1998. In order for us to fulfil our obligations as an employer, we store information about employees. This may include information which may be considered to be sensitive personal data, e.g. recruitment documentation, payroll and tax information, sickness records, records relating to promotion, transfer, training, disciplinary matters, physical and mental health, any criminal convictions staff may have, etc.

All information will be kept confidentially and accessed only by an appropriate member of staff. Data will be held indefinitely. Under the Data Protection Act 1998, employees have the right to request access to the information we hold about them. We may charge a fee for providing this information. A copy of the College's Data Protection Policy is available on request from the HR Department.

Haileybury requires that all employees are subject to a check with the Disclosure and Barring Service. Our policy statement on the recruitment of ex-offenders is attached. The successful applicant will be required to complete an enhanced disclosure form and any employment offer will be dependent on the successful completion of that process.

All such checks must be completed prior to the employee starting work at Haileybury. Short listed candidates are requested to bring the following documents to interview:

- Valid passport
- UK driving licence
- UK birth or marriage certificate
- Two documents as proof of address e.g. a utility bill and a bank statement.

Any information recorded from unsuccessful applicants will be immediately destroyed.

The Role

Haileybury is seeking a well-qualified, Psychology teacher to teach a full timetable for a period of maternity absence.

The teaching fortnight currently consists of 60 periods of 55 minute lessons from Monday to Saturday lunchtime, together with games on Tuesday, Thursday and Saturday afternoons and activities including CCF on a Wednesday afternoon.

A normal teaching load for a teacher is around 42 periods per fortnight.

All teachers are encouraged to play a full part in the wider co-curricular life of the College.



Key Tasks and Responsibilities

Summary of Responsibilities

As a teacher of psychology, the successful applicant for the post will also be expected to undertake duties as a Tutor and as part of the College's activities programme. All these should be carried out to the highest standard to ensure the all-round quality of education for pupils at Haileybury.

Key Tasks

All professional duties are outlined in the Contract of Employment and associated Employment Manual.

- To set a professional example (for example, in matters of dress and punctuality) that are of the highest level and that will enable the individual teacher to act as role model for pupils
- To support the ethos of the College and to work in accordance with its desired aims and policies
- To share responsibility for all pupils within the College (especially those in individual's teaching or tutor groups) in liaison with appropriate Heads of Department, HMs and senior managers
- To play an active role in the life of the College, including the games and co-curricular activities programme

Teaching

- Planning and preparing of courses and lessons
- Assessing, marking recording and reporting on the development, progress and attainment of pupils in line with College and departmental policy
- Promoting the general progress and well-being of individual pupils and groups of pupils
- Exercising proper care of teaching materials, equipment and rooms and maintaining a stimulating teaching environment
- Following the agreed policies in the Departmental Handbook with regard to such matters as programmes of study, teaching methods, supporting pupils with Learning Support needs and homework
- Advising and co-operating in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment

Assessment and Reporting

- Providing or contributing to oral and written assessments and references relating to pupils
- Communicating and consulting with the parents of pupils, both formally at Parents' Meetings and informally
- Participate in arrangements for preparing and assessing pupils' work for public examinations

Professional Development

- Participating in the College's Performance Review arrangements both as a reviewer and as a person under review
- Participate in the College's weekly Professional Development programme
- As a teacher new to the College take part in the College's programme for induction and review of new teachers
- Reviewing from time to time teaching methods and programmes of work
- Participating in arrangements for further external training and professional development as a teacher

Behaviour Management

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the College premises and when they are engaged in College activities elsewhere
- To require from pupils, standards of behaviour, dress, punctuality, effort and attendance that are consistent with the College's expectations

Meetings

- Participating, as required, in meetings at the College which relate to the curriculum, the organisation of the College or pastoral matters

Cover

- Supervising and, when appropriate teaching any pupils whose teacher is not available to teach them as required by the Deputy Master

Tutor

- When required to undertake duties as a Tutor as detailed in a separate job description.

Psychology at Haileybury

The Psychology Department in Haileybury is a happy and vibrant department consisting of 4 well qualified specialist teachers. All of the teachers are supportive, friendly, hardworking and keen to share best practice. The Department is well-resourced, progressive and equipped with excellent ICT capabilities. The Psychology Department is situated next to the music school where there are a suite of dedicated classrooms.

The Psychology Department has a well-established status within the College as a challenging, Sixth Form academic subject. The numbers opting for psychology at Sixth Form are excellent. A Level pupils study the Edexcel syllabus and we also have a healthy number taking psychology as part of the IB

Diploma. Every effort is made to be at the forefront of teaching and learning in this dynamic subject.

Academic standards are very high and A level and IB success has been very encouraging over the years. An increasing number of pupils go on to premier universities to read psychology and we are hoping to build on our past successes. The Department runs a variety of events with visiting speakers being especially popular.

Benefits of service

- The College has high expectations of its staff and therefore looks to reward them with a generous salary package

Teaching

- The College's pupils are interesting, talented young men and women and the academic environment is exceptional
- The collegiate spirit is a strong and positive one. The atmosphere in Common Room is exceptionally congenial and supportive
- Class sizes are small (up to and including Year 11, the average class size is 20, in the Sixth Form it is 14)
- The teaching facilities are excellent: almost every teacher has his/her own classroom and almost all classrooms are equipped with interactive whiteboards and projectors

Career

- There is an extensive induction programme for all new colleagues and NQTs and ongoing professional development is encouraged: we have a generous INSET provision
- There is ample opportunity to take on additional responsibility

Personal

- The College enjoys a marvellous situation: central London is 25 minutes away, the A1 and M25 are just 20 minutes away, Heathrow is less than an hour's drive
- Fee concessions are available for the children of any member of the Teaching Staff who meet the college's entry requirements
- Membership of the Teacher's Superannuation Scheme
- Longer holidays than the maintained sector
- Residential Doctor and full-time Health Centre
- Typically generous sick and maternity arrangements
- Residential Church of England Chaplain

For Recreation

- Use of college's extensive leisure and sporting facilities
- Free lunch and free refreshments are available throughout the working day
- A welcoming Common Room

Selection process

Applicants for teaching posts at Haileybury will be asked to provide evidence to validate the contents of their application form. Therefore, short listed candidates should also bring to interview proof of relevant qualifications and courses undertaken. Application forms should offer a full employment history and full details of all educational achievements. Applicants will be invited to complete an equal opportunities monitoring form.

Applicants should be aware that any offer of employment is also subject to the receipt of two satisfactory academic references. In addition, we may approach any previous employer as a child protection measure. Applicants for this post will be expected to be in sympathy with the aims and ambitions of the college and to have good academic qualifications.

Please complete an application form and an accompanying letter outlining your suitability for the post; you may wish to include a brief CV.

Interviews will follow shortly after the closing date.

Applications via e-mail, fax, or post to:

The Master
Haileybury
College Road
Hertford
Hertfordshire
SG13 7NU

The Head of Psychology will be glad to speak to any prospective applicants and can be contacted via e-mail a.macdonald@haileybury.com

Haileybury