



Job Description

Job Title	Subject Leader for Psychology	Grade	TLR 2a
School	Oaks Park High School		
Reporting to	Team Leader for Social Sciences		
Responsible for	As Subject Leader you will be expected to line manage a small team		
Liaising with	Headteacher/Deputy Headteachers/Assistant Headteachers/ Heads of Year and Team Leaders, relevant support staff, LEA staff and parents.		
Knowledge/skills/expertise			
<ul style="list-style-type: none">● Keep up to date with developments within the subject.● Keep up to date with developments in pedagogy and how they can be applied to learning in the department.● Be committed to supporting in the development of Teaching and Learning across the Social Sciences faculty through effective partnership working.● Keep up to date with inspection and data return requirements and share this knowledge and expertise with department colleagues.● Develop ICT skills to ensure that it can be integrated into the department at all levels.● Be committed to your own development.● Attend relevant INSET courses as appropriate.			
Main areas of responsibility and accountability			
<ul style="list-style-type: none">● Promote high standards of teaching and learning throughout the department.● Raise standards of student attainment and achievement within the department and monitor and support student progress.● Be accountable for student progress and development within the subject area.● Develop and enhance the teaching practice of others.● Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject, in accordance with the aims of the school and curricular policies determined by the Governing Body and the Headteacher of the school.● Be accountable for leading, managing and developing the subject, working with the Team Leader.● Participate in self-evaluation and contribute to the overall evaluation of the school.● Set and mark appropriate written work according to department and school policy.● Oversee the implementation of the school’s Teaching and Learning Policy.● Analyse performance data and use the results as a basis for improvement.● Provide support to colleagues in the implementation of the school’s Behaviour Policy.● Be responsible for developing appropriate schemes of work at the key stage.● Plan, prepare and teach assigned lessons to students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.● Assess, record and report on the attendance, progress, development and attainment of students and keep such records as required.● Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.● Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.● Ensure a high quality learning experience for students, which meets internal and external quality standards.● Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus● Maintain discipline in accordance with the school’s procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.			

<ul style="list-style-type: none"> • Undertake assessment of students as requested by external examination bodies, departmental and school procedures. • Mark, grade and give written/verbal and diagnostic feedback as required. • Promote high standards of teaching and learning throughout the department. • Promote extra-curricular activities and take a key role in developing these.
Staffing/Personnel
<ul style="list-style-type: none"> • Participate in the school's Performance Management arrangements as a Subject Leader. • Ensure that the department supports the school programmes for NQTs and BTs. • Assist the Team Leader in making appropriate arrangements for classes when staff are absent. • Participate in the interview process for teaching posts when required.

Supporting the School
<ul style="list-style-type: none"> • Contribute to the development of school policy. • Ensure representation of the department on school working parties. • Represent the department at appropriate meetings within the school. • Be responsible for the strategic development of the subject within the school. • Contribute to school liaison and marketing activities, eg. material for prospectuses and attendance at Open Evenings. • Attend all Parents' Evenings as appropriate. • Provide information to the Governing Body as requested.
Resources
<ul style="list-style-type: none"> • Assist the Team Leader in managing the accommodation within the department to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed. • Assist the Team Leader in ensuring that the accommodation within the department is maintained to provide the best possible learning environment for the students. • Ensure that the department obtains 'value for money' when ordering equipment and stock.
Health and Safety
<ul style="list-style-type: none"> • Ensure that Health and Safety Policies and Procedures are followed. • Ensure that risk assessments are carried out within your teaching area
Student Outcomes
<ul style="list-style-type: none"> • Help set targets for performance at the appropriate level. • Make use of analysis and evaluate performance data provided. • Arrange for all students to be entered for public examinations at an appropriate level. • Set internal examinations in line with your post and provide assessment information based on the results. • Assist in the production of reports on examination performance, including the use of value-added data. • Put into place arrangements for monitoring coursework and ensuring that moderation takes place.
Pastoral System
<ul style="list-style-type: none"> • Act as a form tutor and carry out the duties associated with that role in the generic job description.
Additional duties
<ul style="list-style-type: none"> • Play a full part in the life of the school community.

The job description is current at the date shown, but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and the job title.

Person Specification

Job Title	Subject Leader for Psychology	Grade	TLR 2a
School	Oaks Park High School		
Education & Qualifications <ul style="list-style-type: none">• Relevant degree• PGCE or equivalent• Qualified Teacher status			
Experience <ul style="list-style-type: none">• Successful teaching experience preferably in a mixed comprehensive school.• Experience of teaching Psychology at Key Stage 5.• Understanding of the requirements for high quality teaching.• Ability to fulfil the requirements of a form tutor.• Good interpersonal skills.• Excellent communication skills and an ability to relate to people at all levels.• Excellent administration skills and an ability to meet deadlines.• Ability to work collaboratively with a wide range of groups.			
Personal Attributes <ul style="list-style-type: none">• Commitment to working as part of a team.• Commitment, enthusiasm, and a willingness to work hard.• Ability to deal sensitively with students, parents and colleagues.• Ability to represent the school in wider networks.			