

# Job Description Whitley Academy



**Job Title:** Assistant Vice Principal

**Grade:** TMS

**Line Manager:** Senior Leadership

**Location:** Whitley Academy

## Job Purpose

To teach Social Sciences (Psychology) mainly KS5

## Duties and Responsibilities:

- To plan and prepare lessons and teaching materials.
- To teach a selection of Social Science (Psychology) classes.
- To contribute to the development, evaluation and maintenance of Schemes of Work for Social Sciences (Psychology).
- To ensure the needs of individual pupils are met.
- To maintain good order and discipline amongst pupils in line with the school behaviour policy, including duties and supervision outside the classroom.
- To participate in CPD on curricular developments and help incorporate such developments into Schemes of Work.
- To keep abreast of changes in the curriculum at all levels and to contribute ideas as to how these changes can best be implemented.
- To contribute to the development, evaluation and maintenance of agreed working practices within the departments at all levels of teaching.
- To assess accurately and record assessments of work carried out by students and to provide assessment data at the appropriate times.
- To be fully aware of the ranges of assessment methods appropriate to Social Sciences (Psychology) so as to contribute fully to all policy decisions regarding these assessments.
- To take an active part in all CPD activities designed to standardise assessments
- To aid in the development of appropriate internal assessment materials.
- To report on students at appropriate times in line with school and faculty policies.
- To be a tutor, providing pastoral support, guidance and advice to a group of students. Keeping appropriate records and reporting on the personal and social needs and progress of the youngsters.
- To be willing to contribute to the life of the school beyond the responsibilities of a teacher.

All duties and responsibilities must be carried out with due regard to the Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

Date Reviewed: February 2019