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| **URSULINE HIGH SCHOOL****HEAD OF PSYCHOLOGY** **JOB DESCRIPTION** |

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| **Post Title:** Head of Psychology **Grade:**  M1 – UPS3 (£29,663 - £48,244) plus TLR 2b £4,532**Responsible to:**  Head of Faculty**Date:** January 2019 |

Purpose To lead the Department to excellence in teaching and learning

Responsibility for student outcomes at KS4 & 5

Line Manager Head of Faculty

Line Management of Psychology

Performance Management of Up to 2 staff

**Main duties**

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| Strategic direction and development | * To contribute to developing the vision and mission statement of the school
* To contribute to the development, implementation monitoring and review of the school’s SIP to ensure all students achieve high standards and make progress
* To develop and implement a vision for the Department
* To collaboratively develop, implement, monitor and evaluate a Department Improvement Plan
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| Ethos | * To contribute to the Ursuline ethos of Service
* To work collaboratively and develop collaborative teams across the school
* To support and contribute to the development of the Chaplaincy
* To continue to develop an understanding of the role of Catholic education and Ursuline education in the 21st C
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| Outcomes | * To ensure students meet their targets at Key Stage 4 and 5.
* To ensure all groups of students make progress in line with school trends
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| Curriculum development/ Teaching and Learning | * To ensure and sustain excellence in teaching and learning within the Department that ensures targets for improvement are met
* To monitor and evaluate the quality of the curriculum
* To develop the curriculum offer within the faculty to meet the needs of all students
* To ensure that the learning needs of students are met within the Department
* To implement and monitor student assessment, recording and reporting including the effective use of target setting
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| Leading and Managing staff | * To secure and lead improvement across the Department
* To develop a collaborative team
* To provide support, challenge, information and development necessary to sustain motivation and secure excellence in teaching
* Participation in selection of new staff
* To advise on Threshold, Upper Pay Spine Promotion, induction
* To ensure the effective deployment of HLTAs/TAs/Support staff
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| Deployment of staff and resources | * To identify appropriate resources for the Department including those within the community and ensure that they are used efficiently, effectively and safely
* To ensure an effective and fair deployment of all staff, teaching and support staff
* To be responsible for a high quality learning environment within the Department
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| Review and Evaluation | * To contribute to the review and evaluation of the Department Improvement Plan in order to ensure the implementation of the vision and mission statement of the school
* To monitor and evaluate the quality of teaching and standards of students achievement within the Department and lead in the setting of targets or improvements
* To contribute/lead on the Dpt/SEF/Self Review/DIP
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| Communication/Administration | * To contribute to the school calendar and staff briefing sheet and school newsletter and web site
* To monitor the effective update and access to student records, reports, exam results, attendance and behaviour
* To ensure the contribution to Curriculum guides for Years 7/8/9 10/11 and Sixth Form flyers
* To ensure the contribution to Sixth Form Handbook and Sixth Form Flyers
* To up-date SLT and Governors on Faculty progress
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| Parent Partnership and Wide community developments | * To develop links with main feeder primary schools
* To support school functions
* To develop supportive relationships with students, staff, governors, LA, relevant agencies, Wimbledon College and St Philomena’s
* To develop appropriate links with other schools/business/community to enhance and develop the curriculum
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| Continual professional development | * To be committed to self-review, one’s own professional development and the professional development of colleagues
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| Safeguarding | * To follow the School’s Safeguarding Policy and procedures in order to keep every student safe
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**Key competencies**

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| Support and Challenge | * A commitment to do everything possible for each student and to enable all students to be successful
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| Developing others | * Works to develop the long term capabilities and potential of others
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| Drive for improvement | * Sets and tackles challenging targets
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| Initiative  | * The drive to act now to anticipate and pre-empt events
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