

Job description: Head of Psychology



Job details

Teachers Main Pay Scale/Upper Pay Scale Outer London £37,870- £56,154pa plus TLR2A £3,527pa. Pay award pending.

Contract type: Permanent

Reporting to: Headteacher

Responsible for: Head of Department – Psychology

Duties and responsibilities

Strategic direction

- › Promote Psychology, its importance, and the value that it brings across the Academy.
- › Have a good understanding of how Psychology is being delivered and the impact it has on student achievement.
- › Use this understanding to feed into the Academy's development plan and produce an action plan for Psychology.
- › Promote students' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject.
- › Consult students, parents/carers and staff about Psychology and its effectiveness, and assess the feedback against the Academy's values, visions and aims.
- › Work with the special educational needs coordinator (SENDCO), the Director of Sixth Form and the Senior Leadership Team to ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND).
- › Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities.
- › Use additional staff in the subject area to ensure there is a framework for delegation and that teaching assistants are deployed effectively.

Leading the curriculum

- › Develop and regularly review the vision, aims and purpose for Psychology.
- › Oversee the planning of the curriculum content, ensuring it is well sequenced to promote Students progress.
- › Ensure the planned curriculum is effectively and consistently implemented across the Academy.
- › Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on Students' learning
- › Have an overarching responsibility for pupils' achievement and standards in the subject area.
- › To meet with the Headteacher and Line manager to review examination and assessment data ensuring that teaching and learning plus departmental interventions are effective.

Leading and managing staff

- › Establish an effective team and hold regular meetings to keep staff informed on any developments or changes.
- › Provide support to staff regarding teaching and learning, resources, and planning in Psychology.
- › Monitor teaching and learning by visiting lessons, scrutinizing books, and talking with students to assess how well Psychology is being implemented and how well it is delivered across the Academy.
- › Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development in Psychology.
- › Develop staff through coaching and observation to improve subject-specific teaching.
- › Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered, and all examination tasks are completed.
- › Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises, if applicable.
- › Take responsibility for performance management for your team, appraising staff in line with the Academy's Performance Management policy.

Efficient and effective deployment of resources

- › Provide support with producing class materials, PowerPoints and enrichment activities for students.
- › Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students.
- › Audit, check and manage resources to ensure they are up to date and match student and curriculum needs.
- › Manage the Psychology capitation budget effectively to ensure it is spent on resources that add value and enhance the learning experience.
- › Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home if necessary.

Other areas of responsibility

Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.
- › Promote the safeguarding of all students in the school

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the subject leader will carry out. The postholder may be required to do other duties appropriate to the level of the role and deemed necessary by the Headteacher.



Person specification – Head of Psychology

CRITERIA	QUALITIES
Qualifications and training	• Degree • Qualified teacher status • Appropriate CPD in preparation for the role
Experience	• Successful experience of subject leadership (desired) • Teaching experience
Skills and knowledge	• Expert subject knowledge • Understanding of high-quality teaching and learning strategies in Psychology, and the ability to model this for others and support others to improve • Awareness of local and national organisations that can provide support with delivering the Psychology curriculum. • Ability to build effective working relationships with staff and other stakeholders • Ability to adapt teaching to meet students' needs • Ability to build effective working relationships with students and deliver pastoral care to students. • Knowledge of guidance and requirements around safeguarding children • Good IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others
Personal qualities	• A commitment to achieving the best outcomes for all students • Ability to uphold and promote the ethos and values of the Academy. • Ability to work under pressure and prioritise effectively • Ability to always maintain confidentiality • Commitment to safeguarding and equality

This job description may be amended at any time in consultation with the postholder.

