



# Glyn School

Head of Psychology

## Job Description

<b>Job Title</b>	Head of Psychology	<b>Job Reference</b>	GLY014
<b>Location</b>	Glyn School	<b>Travel Required</b>	No

### Core purpose

- To lead, manage and co-ordinate the strategic development of the Psychology Department in the school in order to maintain outstanding and move towards exceptional achievement in the school
- To lead, monitor and evaluate the innovation and development of teaching and learning strategies within Psychology
- To be accountable for student attainment and progress in Psychology ensuring every student achieves and exceeds their potential
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a departmental and school approach

### Key accountabilities

#### Department Self-Evaluation and Quality Assurance

- Support the development and implementation of the vision and strategic direction of the school and Department
- Lead the process for the production and review of the department self-evaluation and development plan
- Contribute toward the production and review of the Department Development Plan in conjunction with the department
- To help implement Glyn quality procedures and processes
- Lead the department through the Quality assurance programme at Glyn

#### Teaching and Learning

- Lead the development of outstanding teaching and learning within the department
- Set expectations for staff and students in relation to standards of achievement and the quality of teaching and learning
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies for Psychology
- To lead the planning and preparation of courses and lessons
- To implement agreed school and Department policies and procedures
- To ensure the effective/efficient deployment of classroom support across the Department
- To implement behaviour and engagement policies as agreed on whole school and Department level and to encourage good practice about punctuality, behaviour, standards of work and homework
- Reviewing, developing and refining schemes of work for the Department by leading and managing other staff in the Department to extend and improve current resources
- Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum areas of the Department
- Promote the department area through out of hours activities

#### Assessment, Feedback and Monitoring

- To help lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To help lead the innovation and development of assessment and feedback strategies within the department to shape and further improve whole school policy
- To help lead the department monitoring and tracking systems relating to students' attainment, progress and achievement
- Ensure Department staff:
  - Mark, grade and give written/verbal and diagnostic feedback as required

- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- Complete the relevant documentation to assist in the tracking of students
- Organise department tracking of student progress and use information to inform learning and teaching

### **Communications and Marketing**

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school
- To follow agreed policies for communications in the school
- To attend relevant curriculum leaders' meetings and feedback to Department and to put forward Department viewpoints
- Lead Department meetings and provide an agenda of points to be considered
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- To contribute to the development of effective subject links with external agencies
- Identify and establish cross curricular links to raise profile of subjects

### **Other Responsibilities**

- Help generate and update department handbook and provide relevant guidance for staff teaching in the Department
- Have a working knowledge of teachers' professional duties and legal liabilities
- To be aware of national developments in education and curriculum area
- To abide by the teacher professional standards and carry out duties as required by STPCD
- Operate at all times within the stated policies and practices of Glyn and GLF Schools
- Establish effective working relationships and act as an exemplar role model
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Take responsibility for your own professional development and duties in relation to school policies and practices
- Liaise effectively with all stakeholders and external professionals
- Participating in INSET in order to keep abreast of development

### **Accountable to**

- Leadership Team member who oversees Psychology and Head of Year for tutor duties
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

### **Safeguarding**

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

## Person Specification

### Position: Head of Psychology

	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher Status	✓	
Good honours degree	✓	
Evidence of commitment to continuing professional development	✓	
Evidence of further study		✓
<b>Experience</b>		
Teaching of subject to students at KS3, KS4 and KS5	✓	
Experience of teaching post-16		✓
Developing and maintaining good relationships with colleagues and students	✓	
Involvement in extra-curricular activities	✓	
Commitment to raising the achievement of all students of all abilities	✓	
Experience of preparing students for GCSE	✓	
Using ICT to support learning and teaching	✓	
Supporting improvements in teaching and learning	✓	
Using data to inform planning and future developments	✓	
Monitoring, evaluation and review to support improvements/improved outcomes	✓	
A successful track record of improving performance outcomes	✓	
<b>Personal attributes</b>		
Values aligned with the school's mission statement and GLF Schools core values	✓	
Positive, enthusiastic outlook, embracing risk and innovation	✓	
Self-motivated and well organised	✓	
Encourages ideas, initiative and innovation in others	✓	
Highly motivated showing resilience, stamina and reliability under pressure	✓	
Inspires respects and confidence	✓	
Reflective and keen to develop yourself and others	✓	
Ability to communicate effectively	✓	

### **Safeguarding**

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

**For a subject and curriculum overview, please visit our website [HERE](#)**