



## Acting Head of Psychology

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Summary of the role:</b>	To lead and oversee the further development of this thriving Department, where results at A Level are consistently high.
<b>Department:</b>	<p>The Psychology Department is a highly successful and thriving department, where results at A Level are consistently high.</p> <p>The subject has a significant proportion of students each year apply to read the subject at University, including Oxbridge.</p> <p>Psychology A Level is a highly popular option in the Sixth Form, with two large teaching groups in each of the year cohorts.</p> <p>We follow the OCR specification for Psychology and select the Criminal and Environmental Psychology options.</p> <p>The department is well resourced, with a specialist Psychology classroom, and offers a strong range of co-curriculum opportunities to support and challenge the students.</p> <p>The Psychology department at St Benedict's School is supported by two BPS chartered psychologists, who also contribute to Wellbeing across the School.</p>
<b>Reporting: to:</b>	Deputy Head (Academic)
<b>Line management responsibility for:</b>	Teacher of Psychology
<b>Main Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• to oversee and be responsible for the subject or curriculum area under their leadership</li><li>• to review and implement schemes of work throughout the School ensuring it is appropriate to the needs of all pupils, including SEN provision, the use of ICT and opportunities for independent learning</li><li>• to monitor and evaluate departmental performance through lesson observation, scrutiny of pupils' work and analysis of examination results.</li></ul>



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- to support members of their department in promoting positive behaviour in their subject lessons and dealing with any disciplinary matters which arise as a consequence
- to facilitate the process of School self-evaluation by regular liaison and co-operation with the Deputy Head (Academic) and other members of the Leadership Team
- to monitor the progress of all pupils through the assessment and marking of coursework, tests and examinations; this to include the co-ordination of the setting of all internal examinations
- to ensure that there is a quality display of pupils' work in the teaching rooms which is updated on a regular basis
- to encourage, support and make available staff training and development, regular departmental discussion and the introduction of new ideas and techniques
- to delegate appropriate tasks to other members of the Department to support their own professional development
- to present a results review to the Headmaster and Deputy Head (Academic) of public examination performance, successes and areas for improvement.
- to manage the allocated Departmental budget and to ensure that the Department is adequately equipped by maintaining a good level of provision, ordering books, equipment and materials and control of new and old stock
- to assist with the appointment of staff and to ensure that staff and students working within their departments receive help or advice as necessary
- to take overall responsibility for departmental co-curricular activities, visits and field trips by ensuring they are organised and conform with School policies, particularly Health & Safety
- to carry out appropriate risk assessments in the event of an unforeseen absence by a colleague, to ensure that appropriate work is set (including prep) and, if the absence is prolonged, that work is marked
- to arrange regular departmental meetings with minutes kept in the Department
- to contribute to the co-curricular life of the School



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<b>Safeguarding responsibilities</b>	Promote and safeguard the welfare of children and young persons with whom you come into contact.
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You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification			
	<b>Essential</b> <i>These are qualities without which the applicant could not be appointed.</i>	<b>Desirable</b> <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	<b>Method of Assessment</b>
<b>Qualifications / Knowledge</b>	<ul style="list-style-type: none"> <li>a graduate in Psychology or related discipline</li> </ul>	<ul style="list-style-type: none"> <li>will preferably hold qualified teacher status</li> </ul>	<i>Production of the applicant's certificates.</i>  <i>Discussion at interview.</i>  <i>Independent verification of qualifications.</i>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>able to teach Psychology at A Level</li> <li>able to demonstrate excellent classroom practice for teaching and learning</li> <li>able to lead and coordinate a busy department</li> </ul>		<i>Contents of the application form.</i>  <i>Interview.</i>  <i>Professional references.</i>
<b>Skills</b>	<ul style="list-style-type: none"> <li>demonstrate excellent leadership skills</li> <li>expected to have good inter-personal skills and to command the respect of pupils, colleagues and parents</li> <li>strong written and oral communication skills</li> </ul>		<i>Contents of the application form.</i>  <i>Interview.</i>  <i>Professional references.</i>



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<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"><li>• ambitious, energetic, enthusiastic and able to plan independently and collaboratively for the further development of the department in line with the agreed aims of the School.</li><li>• committed to their own and the team's professional development.</li></ul>		<i>Contents of the Application Form</i>  <i>Interview</i>  <i>Professional references</i>
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