



Head of Psychology

(Part time - 0.6 FTE)

The Post

The post will commence in September 2024.

The successful candidate will be:

- ***a graduate in Psychology or related discipline***
- ***able to teach Psychology at A level***
- ***able to demonstrate a proven record of excellence in classroom practice***
- ***expected to contribute to the further development of the department***
- ***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***
- ***expected to have outstanding inter-personal skills and to command the respect of pupils, colleagues and parents***
- ***expected to make a significant and sustained contribution to the co-curricular life of the School***
- ***committed to his/her own professional development, and in particular the use of ICT as a tool for teaching and learning***
- ***expected to contribute to the pastoral life of the school***
- ***empathetic to the Catholic and Benedictine ethos of the School***

Although this post is principally to teach Psychology, the ability to offer a further subject to GCSE or A level may be an advantage.

The Department of Psychology

The Psychology department is a popular and flourishing department at A Level. The successful candidate will be a dedicated and motivated professional, providing outstanding teaching and learning. This is an exciting opportunity for an energetic and academically ambitious teacher of Psychology to lead the department.

We follow the OCR specification. In the summer examinations, 80% of students attained A*-A grades, 100% A*-C.

Please see our Recruitment Pack for a full description of the School's Strategic Plan and significant opportunities for your professional development at St Benedict's.

Remuneration

Highly competitive salary based on experience and qualifications and will be reviewed annually.

Children of teaching staff are entitled to a fee discount.

Accommodation might be available.

Applications and Timetable

Candidates must apply using the enclosed application form. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Closing date for applications is 12 noon, 30 April 2024.

Interviews will take place w/c 2nd and 3rd May 2024. If you have not heard from us by this time, then your application has been unsuccessful.

The successful applicant will take up the post on **1st September 2024**

The Head of Department

Key Tasks:

- to oversee and be responsible for the subject or curriculum area under their leadership
- to prepare a Departmental Handbook and update annually. This should include application of School Policies - e.g. prep - to the appropriate subject area
- to prepare and implement a scheme 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
- to monitor and evaluate departmental performance through lesson observation, scrutiny of pupils' work and analysis of examination results. This should include the setting of targets
- regular monitoring of the academic performance of pupils through SIMS Assessment
- Management, taking action as appropriate supporting members of their departments in promoting positive behaviour in their subjects 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 nominated link Senior Leader and other members of the Leadership Team
- to prepare and implement an annual Improvement Plan in line with the whole School Improvement and Action Plans
- to monitor the progress of all pupils through the assessment and marking of coursework, tests and examinations via SIMS; this to include the co-ordination of the setting of all internal examinations in the subject area in line with School Internal Examination Policy
- to ensure that there is a quality display of pupils' work in the teaching room which is updated on a regular basis
- to encourage and support staff training and development through application of the Professional Review Policy, 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 an Academic Manager's Report to the Headmaster and Deputy Head (Academic) of public examination performance, successes and developments in the subject area. This will be presented to the Governors
- to ensure subject reports of all departmental colleagues are checked to meet School standards prior to passing to Form tutor
- 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. This will entail the keeping of an up-to-date inventory of departmental stock and equipment
- management of the allocated Departmental budget and, when appropriate, to bid for extra funding in line with the Whole School Improvement Plan
- to assist with the appointment of staff and to ensure that staff and students working within their departments receive help or advice as necessary
- maintain links and regular meetings with coordinators of their subject in the Junior School
- to take overall responsibility for departmental co-curricular activities, visits, field trips, etc. by ensuring they are organised and conform with School policies, particularly Health & Safety
- The Headmaster delegates to HOD responsibility for carrying 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 (at least one per half term) with minutes kept in the Department and copies passed to the HM, the Deputy Heads and the Link Senior Leader
- to update academic achievements and behaviour issues in the pupil profiles in SIMS.