

VALLEY PARK SCHOOL

JOB DESCRIPTION

Job Title: Head of Psychology

Allowance: TLR 2-1

Responsible to: Assistant Headteacher

Employment Duties: As set out in the current Trust contract

This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons.

Particular responsibilities

Strategic direction and development of the Psychology

- Enable an environment that enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- Establish, with the involvement of relevant staff, short, medium- and long-term plans for the development and resourcing of the subject, which contribute to whole school aims, policies and practices.
- Lead by example through demonstrating and achieving high standards in the teaching of the subject which sustain and raise standards of student achievement, behaviour and motivation.
- Monitor the progress made in achieving subject plans and targets and evaluate the effectiveness of these plans.
- Use data effectively to identify students who are underachieving
- Analyse or interpret relevant national, local and school data, plus research and inspection evidence to inform policy and practice.

B Teaching and Learning

- Be responsible for the annual review and implementation of effective schemes of work which meet all statutory requirements.
- Ensure teachers are clear about quality of education, understand the sequence of learning in the subject and communicate such information to students.
- Provide guidance on the choice of appropriate teaching and learning methods to take account of individual learning needs.
- Ensure effective deployment of literacy, Numeracy and IT skills.
- Take account of the needs of talented and gifted students.
- Establish clear policies for assessing and recording students' progress and attainment, for setting future targets. Ensure that information about students' previous achievements is used effectively to inform target setting and to monitor progress.
- Establish a good partnership with parents to involve them in their child's learning in the subject, as well as providing information about the curriculum.

- Lead the review of the examinations analysis within the team and identify implications for the teaching of the subject.

C Leading and managing staff

- Develop teamwork and mutual support through meetings and by developing responsibilities.
- Monitor and evaluate the work of all staff involved in teaching the subject and take action as necessary to secure improvement.
- Carry out performance management reviews and audit their and the subject's training needs.
- Lead professional development in the subject and ensure staff attend appropriate INSET.
- Sustain motivation by enthusiasm for the subject, involvement of the department with professional associations and other external links.
- Induct new staff, ECTs and trainee teachers.
- Set standards for the conduct and behaviour of students within the subject and help staff maintain these standards and achieve constructive working relationships with students.
- Work with the Inclusion Team to ensure that individual education plans are used to set subject specific targets.

D Efficient and effective deployment of staff and resources

- Establish resource needs for the subject and advise appropriate managers of likely priorities for expenditure.
- Deploy and monitor subject budget.
- Deploy staff involved in the subject to ensure best use of expertise.
- Ensure the effective and efficient management and organisation of learning resources, including IT.
- Ensure the care, storage and security of resources and stock.
- Explore opportunities to develop new resources from a wide range of sources inside and outside the school.
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- Implement the Health and Safety Policy, ensuring that there is a safe working and learning environment in which risks are properly assessed.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.