

**Job Description**

**Job Title: Head of Department (Full Time) – Psychology**

**Department: Psychology**

**Accountable to: Faculty Chair (Science) and then the Deputy Head (Academic)**

**Responsible for: None**

**Purpose of the Job:**

To establish and run the new Psychology Department at Stowe. Since 2018 we have been offering Psychology as an AS elective running over two years. This is being delivered by 2 teachers with some psychology teaching experience and degrees in Psychology, but whom have other roles. These teachers will be available for teaching if the need arises. There is therefore an opportunity to shape the department from scratch.

The challenge is to launch and teach Psychology as a new A-level at Stowe and build on the high level of pupil interest and engagement already established. The new Head of Department should deliver the highest standards of pupil learning and achievement and departmental teaching and will lead and manage all departmental staff.

It is likely that initially we will require two sets per year group. There is already an active Psychology Society in the Sixth Form, so there is an opportunity to build on the start we have made with this.

**Context:**

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe’s world famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 850 pupils. There are around 500 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and, for guided tours, during term time.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Values and Behaviours:**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the Staff Handbook and below. In particular we aspire to the following standards of behaviour for the Stowe community.

The Stowe Community is committed to working together to achieve Stowe’s aims and objectives. We are a Christian community which recognises and respects other faiths and aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

**The Psychology Department:**

Psychology has yet to be established as a department and currently sits within the Science Department. From September 2021 it will be a department in its own right, sitting within the Science Faculty alongside Biology, Chemistry, Physics and Sports Science.

**The Psychology Curriculum**:

We have been following the AQA AS syllabus studied over two years on three one hour lessons a week in the Sixth Form and we will see our current Lower Sixth pupils through with this next year. These will be the third cohort to have gone through the Psychology AS level at Stowe.

It will be for the new Head of Department to determine which syllabus to use when the full A-level is launched.

The Psychology Society has been running for 3 years and has generated a good level of interest amongst Stoics. Two of last year’s Upper Sixth went on to study Psychology at university. There has been growing interest in Psychology in recent years as well as requests from an increasing number of students to be able to take it as a full A-level. Current indications are that we are likely to need two sets in September 2021.

**Key Responsibilities and Accountabilities (in addition to that of the Subject Teacher):**

Based on the full Job Description, the Head of Department is expected to:

* encourage high standards in all aspects of School life
* contribute to the effective and efficient management of the School
* promote a School culture which is happy, purposeful and productive
* support and motivate students, teachers and other School employees
* enthuse staff and pupils about the Department’s subject
* encourage consultation and discussion in the Department
* communicate effectively with parents and guardians

Heads of Department (HoDs) are responsible for the academic progress of students who study their subject. They are responsible for supporting the work of subject teachers and making sure that all members of the Department participate effectively. They should encourage, manage and support the professional development of staff within the Department and promote a working atmosphere that encourages co-operation and values the contribution which individuals make to the work of the Department.

**Key Tasks:**

**1 Main Duties**

1.1 To provide the annual review of public exams to the Faculty Chair, Deputy Head (Academic), the Senior Deputy Head and Head by early September.

1.2 To renew Department schemes of work annually and update Department Handbook by the end of summer holidays and in preparation for the exams’ results interview with the Faculty Chair, Deputy Head (Academic), Senior Deputy Head and Head.

1.3 To promote the School’s aims at all times with colleagues, parents, pupils and the public.

1.4 To visit or invite prep school pupils and staff to aid recruitment and to promote the School and Department.

1.5 To support the School’s priorities established in the annual Education Plan and ensure that School policies are carried out consistently.

1.6 To provide professional leadership and management for the subject in order to secure a high quality of teaching, effective use of resources and the highest standards of learning and achievement of all students.

* To check the exam board website regularly for specification update, training and exam information and to attend or delegate attendance at relevant INSET.
* To support and promote Academically Highly Talented pupils in the department through enrichment activities.
* To ensure support clinics and other academic support measures are staffed according to the timetable and needs of the pupils.

1.7 To play an important role in developing School policy in relation to subject area through Academic, Faculty and Departmental meetings.

1.8 To support, guide and motivate teachers with regular weekly departmental meetings at which minutes should be taken and circulated to Department staff and Line Managers.

1.9 To evaluate the effectiveness of teaching and learning of the subject curriculum through regular lesson observation in line with PRPD assessment.

1.10 To establish the Department’s priorities, aims and objectives and SMART targets and monitor progress in one year plans which are reviewed with Faculty Chairs and the Deputy Head (Academic).

1.11 To carry out efficiently and effectively the PRPD Policy, record staff targets and report back to the Faculty Chair: to include lesson observation, termly mark book checks, file and marked work checks.

1.12 To monitor Department intranet resources and ensure annual checks and upgrades of both pupil and shared staff resources.

1.13 To mentor and support any Departmental staff who are on PGCE courses and also any Department NQTs.

1.14 To oversee the training, adherence to and management of appropriate Health & Safety, risk assessments and Child Protection training issues related to the Department.

**2 Responsibilities for Pupils**

2.1 To establish clear policies and practices for assessing, recording and reporting on pupil achievement, monitoring APG (Academic Progress Grades) grades to check they are awarded according to published guidelines.

2.2 To use this information to recognise achievement and set targets for future improvement.

2.3 To ensure baseline scores and exam marks are recorded by and discussed with Departmental staff and individual pupils monitored and supported to achieve.

2.4 To prepare pupils for internal exams through revision skills and notes specific to the subject, Intranet resources and classes.

2.5 To prepare pupils for public exams through past paper practice and understanding of exam rubric.

2.6 To support pupils through weekly academic clinics.

2.7 To provide extension work for pupils in class and activity time.

2.8 To ensure Department Society meetings are held for Stoics and guest speakers are invited or pupils taken on visits.

2.9 To liaise with the Tutors and Houseparents over pupils’ work and behaviour.

2.10 To give advice to pupils and tutors re option choices.

**3 Responsibilities for Staff**

3.1 To make new staff aware of their roles and responsibilities as subject teachers.

3.2 To ensure the regular setting of appropriate and challenging preps which are assessed according to the school marking policy and returned to pupils within the week.

3.3 To be involved with the recruitment of new staff by evaluating all application forms received and assisting with the interviews of candidates.

3.4 To support the work of all staff and encourage an atmosphere of co-operation and mutual trust within the Department.

3.5 To support staff over pupil disciplinary problems with HoD/Department detentions.

3.6 To monitor and record staff progress through PRPD system.

3.7 To promote staff development, for example, by delegating responsibilities within the Department to ensure career and professional development.

3.8 To encourage staff to develop professionally by attending courses, offering INSET within (and outside) the Department, taking distance learning programmes, etc.

3.9 To promote the use of IT by staff in class and in support of the departmental intranet.

3.10 To ensure compliance with the current teaching staff handbook.

**4 Responsibilities as Subject Leader**

4.1 To ensure complete curriculum coverage, continuity and progression in the subject for all students, including those with high ability and those with special needs.

4.2 To make sure that teachers are clear about teaching objectives in lessons and encourage visits by others both inside and outside the department – classroom observation.

4.3 To encourage cross-curricular links with other departments.

4.4 To keep up-to-date with changes within the subject curriculum and, within that context, make recommendations to Deputy Head (Academic) and Faculty Chair about: new courses; staffing needs; new materials; INSET needs.

4.5 To lead professional development of subject staff through example and support and co-ordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise, visiting lessons, etc.

4.6 To negotiate departmental staffing requirements and teaching load.

4.7 To manage the annual budget and maintain an inventory of departmental stock.

4.8 To ensure appropriate cover work is set in the case of a Department member’s absence and the Cover Manager is informed of the absence.

4.9 To act as a focal point for information on the subject and the pupils who take that subject.

4.10 To liaise with the Skills Support department as required.

4.11 To liaise with the Academic Administration and Exams Manager regarding external exams; entering pupils for appropriate exams; checking entries and checking the exam papers.

* To prepare analysis of external exam results with comments on pupil success and failure and assessment of results by staff sets for the Faculty Chair, Deputy Head (Academic) and Head.

4.12 To liaise with the Academic Administration and Exams Manager for setting of internal exams, supplying correct papers and exam marking and results are completed by published deadlines.

* To prepare brief analysis of internal exam results with comments on pupil success and failure and assessment of results by staff sets.

4.13 To liaise with the Deputy Head (Academic)regarding course outlines for A Level curriculum booklets.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: January 2021

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * An Honours degree (or equivalent) in the relevant subject(s)
 | * Post Graduate Certificate in Education.
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| **Specialist Skills & Experience** | * Teaching experience in A-level Psychology.
* Managerial and administrative experience within a teaching environment.
* A commitment to safeguard and promote the welfare of children.
 | * A minimum of two years’ teaching experience.
* The ability to offer teaching in another academic subject at GCSE or A-level.
* Basics of financial management (departmental budgets).
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| **Personal Qualities** | * A willingness to participate fully in the pastoral care, School duties and extra-curricular activities.
* An ability to motivate, enthuse and influence, with strong interpersonal skills.
* A vision for the new Psychology Department.
* Flexibility, commitment to the subject, a willingness to pitch in and a sense of humour.
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