



Head of Psychology

- **Principal responsibilities**

Under the direction of the Principal:-

- (a) To organise and teach Psychology and to ensure that the Department is adequately resourced and managed;
- (b) To ensure the development of appropriate syllabuses, materials and schemes of work at A Level;
- (c) To keep abreast of new trends and educational developments related to the subject and to advise Senior Management accordingly;
- (d) To ensure that the Department is making effective and appropriate use of ICT;
- (e) To organise and participate in study visits, lectures and trips as appropriate ;
- (f) To promote the work of the Department through displays of work within the Department and in other appropriate venues throughout the School. Also whenever possible to enable pupils to participate in appropriate local and national competitions and events, for example Essay writing competitions;
- (g) To establish links with appropriate external agencies for the benefit of pupils, staff and the Department;
- (h) To maintain appropriate links with other departments.

- **Additional specific responsibilities**

- (a) To supervise the use and care of Psychology resources and rooms allocated to the teaching of the subject;
- (b) To be responsible for the Departmental budget and to monitor and control the storage and use of teaching materials and books related to the teaching of the subject, as well as other resources;
- (c) To produce departmental literature, for example for the Options booklets, MyQG, QGBuzz, the QG News and website;
- (d) To ensure that the departmental area in the website is reviewed and updated on a regular basis;

- (e) To liaise with the Librarian in suggesting suitable books for the Library, relevant to the work and needs of the subject;
- (f) To attend Heads of Department meetings which normally take place twice each term;
- (g) To meet with parents and other agencies as appropriate to discuss the subject or a pupil's progress in that subject;
- (h) To be Form Tutor or Deputy Form Tutor of an assigned Form and to carry out related duties in accordance with the General Job Description for the position;
- (i) To contribute to pupils' Careers advice with reference to Psychology;
- (j) To arrange and monitor appropriate clubs and activities linked to the Department to promote further interest in the subject;
- (k) To offer an additional subject if needed.

- **General Duties**

- (a) Refer to Teacher's Job description in the Staff handbook
- (b) To carry out a share of supervisory duties in accordance with published rosters
- (c) To participate in appropriate meetings with colleagues and parents relative to the above duties and to project the subject at Open evenings and Parents' evenings

NOTES:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment at any time after consultation with the post holder
- You are responsible for exercising care in relation to yourself and those who may be affected by your actions with regard to Health and Safety. Please read the fire notices and if the fire alarm sounds, follow these instructions or any instructions which may be given at that time. Please also be aware of procedures in the case of lockdown. Smoking is prohibited in or near the buildings or when supervising pupils on or off site