

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Teacher of Psychology





JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

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.

Job Title:

Teacher of Psychology

Main Purpose of the job:

Promote their subject in support of the best interests of the pupils and the school

To be aware of and seek to fulfil the aims of the school.

To establish good working relationships with all staff (teaching, administrative and ancillary) and to liaise with them as necessary.

To establish good working relationships with pupils.

To be well disposed towards them and to praise and encourage them as much as possible.

Reporting to:

The Head of Department

Reporting to the job holder:

N/A

MAIN RESPONSIBILITIES AND DUTIES

1. planning and preparing courses and lessons.
2. teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
3. assessing, recording and reporting on the attainment, progress and development of pupils.
4. maintaining good order and discipline.

in each case having regard to the school's curriculum.

Other Activities

1. promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
2. taking an interest in the personal and social needs of pupils, and communicating as appropriate with other staff.
3. attending Parents' Meetings and seeing parents by appointment with the knowledge of the Head of Pupils
4. participating in meetings for any of the purposes described above.
5. taking an active role in the co-curricular programme.

Assessment and Reporting

Providing, or contributing to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Review, Further Training and Development

1. reviewing annually methods of teaching and programmes of work in consultation with the Head of Department.
2. participating in arrangements for further training and professional development as a teacher.

Discipline, Health and Safety

Maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Meetings and School Functions

1. participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
2. attending all official school functions.

Absence and Cover

1. in the case of unavoidable absence, setting work for pupils as far as is practicable.
2. supervising pupils as required. The Senior Management Team will make every effort to arrange additional help in cases of prolonged absence.

Public Examinations

1. participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations;
2. recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

Boarding School Duties

Taking responsibilities, shared by the whole staff, to ensure the smooth running of a boarding school. These will include one or more of the following:

- taking on the role of tutor
- helping with clubs, societies or activities
- supervising study by rota from 4.45 – 5.50pm
- supervising lunch duties

By agreement, other duties that are deemed appropriate to the role by the Head of Department. Other duties may be deemed appropriate to the role by the Principal.

Conclusion

A teacher should set high personal and professional standards at all times.

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications	<ul style="list-style-type: none"> • good Honours degree relevant to the teaching aspects of the role 	<ul style="list-style-type: none"> • a recognised teaching qualification • well-developed ICT skills, whether certificated or not
Experience	<ul style="list-style-type: none"> • a proven track record of excellent teaching ability and classroom management skills 	<ul style="list-style-type: none"> • experience in a boarding school environment
Skills	<ul style="list-style-type: none"> • communication of concepts in Psychology in an articulate, positive and sensitive way • ability to use range of teaching strategies to enthuse the full range of abilities • understand interests and concerns of children • the ability to turn a vision into results • the ability to inspire others through verbal or written media • the initiative to consider change and the wisdom to effect change positively • good time management and organisation skills • attention to detail 	<ul style="list-style-type: none"> • enthusiasm and confidence • a sense of humour
Knowledge	<ul style="list-style-type: none"> • a deep and infectious subject knowledge and the ability to communicate it. 	<ul style="list-style-type: none"> • a knowledge of all courses currently studied in Psychology at Queenswood
Personal competencies and qualities	<ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline 	<ul style="list-style-type: none"> • the ability to lead a co-curricular activity