



TRINITY CATHOLIC HIGH SCHOOL
(Science and Sports College)
Chairman of Governors: Mrs M Bishop
Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

Head of Psychology and Sociology
Job Description

- **General Responsibilities:**

- To be responsible for the safeguarding and promoting the welfare of children/young adults.
- Under the reasonable direction of the Headmaster carry out the professional duties of a school teacher as set out in the School Teachers Pay and Conditions Document.
- To teach across the age and ability range as necessary.
- To keep a detailed and accurate Teacher Planner in accordance with school policy and ensure that assessment records both written and on Department network registers are maintained up to date.
- To ensure that all policies and procedures as outlined in the school handbooks are adhered to and actively promoted.
- To ensure that all classes are taught according to school policy and that National Curriculum and examination syllabus regulations are carefully followed at all times.
- To be responsible for the maintenance of subject displays in a designated classroom or area.
- To play a full part in the life of the school community to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
- To engage actively in the performance management review process.
- To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description.
- To assist in the implementation of the behaviour management system in the school so that effective learning takes place.
- To comply fully with the school's Health and Safety Policy.
- To undertake any reasonable task as directed by the Headmaster or Line Manager.

- **Responsibilities for Head of Department: Psychology and Sociology**

- To lead and manage the development of a highly innovative and relevant curriculum in Psychology and Sociology across all Key stages 3 to 5 ensuring new developments in the subject are embraced and disseminated, appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies are in place and regularly evaluated.
- To formulate strategic plans for Psychology and Sociology across the school.
- To keep fully up to date with all national developments in Psychology and Sociology and related areas and ensure these are disseminated to SMT regularly.
- To work at all times towards the meeting and exceeding of all department, school and national examination targets for all students taking particular notice of the relevant subgroups.
- To monitor the "gaps" occurring with subgroups and the whole cohort and to work at all times to reduce these.
- To ensure all examination entries are accurate and appropriate and that controlled assessment procedures are correctly adhered to at all times.
- To implement new courses in liaison with the Headmaster and SMT.
- To liaise with all other departments in relation to Psychology and Sociology across the curriculum, use of ICT and its implementation within the department and other related areas as required.
- To ensure that the department VLE is relevant for all key stages in Psychology and Sociology, well resourced, evaluated, amended as required and accessible by all staff and students.
- To be responsible for the employing and allocation of staff in Psychology and Sociology in conjunction

with the Human Resources team and SMT.

- To manage the department timetable and necessary changes over time ensuring all staff have equitable spread of duties, teaching groups according to experience and interest and for the primary purpose of the benefit to the students.
- To write and update job descriptions for all Psychology and Sociology staff in the department, allocating duties for posts of responsibility in the department and in line with school requirements.
- To lead the department programme of continuing professional development and ensure staff attend school inset workshops as required and relevant to individuals and the department.
- To provide opportunities for the professional development of Psychology and Sociology staff through external agencies as appropriate.
- To ensure sufficient mentoring and support is available to all staff in the department particularly ITTs, NQTs and new staff as well as staff embarking on new schemes of work.
- To be fully aware at all times of the quality of Teaching and Learning across Psychology and Sociology lessons and to ensure this is of the highest standard and actions are in place and reported to SMT where this is found not to be the case.
- To arrange the Performance Management pyramid for the department and ensure all staff fully engage with the Performance Management process.
- To ensure the assessment, recording and reporting procedures in the department are fully fit for purpose.
- To ensure rigorous and extensive systems are in place for monitoring and tracking all students.
- To ensure the analysis of data is checked and completed by department staff according to job descriptions and in line with the Teaching and Learning teams' and SMT requirements.
- To manage the quality audit of all reporting procedures to SMT, Teaching and Learning teams and to parents.
- To ensure all Intervention programmes in the department are of the highest quality and are aimed at the appropriate groups of students.
- To ensure that the monitoring of progress and provision for disadvantaged, EAL, SEN and Gifted and Talented students is of the highest quality.
- To be responsible for all quality auditing procedures in the department, ensuring they are fully fit for purpose and to allocate quality audit duties to key staff across the department and to report regularly to SMT as required on these matters.
- To be a model of excellence for the department in all matters relating to quality of teaching, marking and assessment, classroom displays, liaison, meeting deadlines and dealing with parents and external agencies.
- To write and update the Department Improvement Plan annually to reflect the current and ongoing changes within the subject and school focus. To ensure that all department staff are fully aware of objectives set within the department and relevant duties assigned to meet the objectives.
- To liaise with the SMT line manager and Headmaster in all matters relating to Religious Education and to complete reviews as required.
- To liaise effectively with other Heads of departments including SENCO and the Teaching and Learning teams as required.
- To attend all Head of Department meetings and disseminate key information to Psychology and Sociology staff.
- To provide and update the department handbook so that it fully reflects school and department practice.
- To ensure all staff have access to and have read the required sections of the handbook.
- To advise department staff on dealing with parental concerns in the most appropriate way, keeping the Headmaster aware of all concerns as required and taking appropriate action according to the concern.
- To manage and co-ordinate work of supporting ancillary staff for the department.
- To manage efficiently the department budget, finance, orders and stock books.
- To report to the Headmaster and SMT as required.