



Wychwood School  
OXFORD

## JOB DESCRIPTION

### ***Teacher of Psychology (Temporary Contract)***

**Nature of the post:** This is a part time post that is required to cover the post for one Academic term and will involve an unusual degree of autonomy. As the only psychology teacher, you will have sole charge of planning and delivering lessons in psychology throughout the school. There will not always be KS 5 teaching due to the size of the school and in these years, staff are expected to undertake other duties.

**Responsible to:** The head of the science faculty and the Head

#### **Context**

Wychwood is a small, academically strong and pastorally outstanding day and boarding school for girls in the centre of North Oxford. Girls take GCSE, IGSCE, AS and A2 Levels, and the EPQ qualifications. Public examination invigilation is undertaken by external invigilators. All teachers are expected to take part in school duties as required in a boarding school. They are also usually required to play a part in the form teacher and progress tutor teams.

The role requires exceptional communication, interpersonal and organisational skills, empathy, sympathy, flexibility, attention to detail, the ability to inspire pupils and a co-operative and supportive attitude to colleagues.

#### **Person Specification:**

The teacher of psychology will

- have an Honours degree in a subject related to this post  
have a BEd, Dip Ed, PGCE or QTS
- have teaching experience in a secondary school or be a well-qualified QTS teacher
- have experience of working in a team and on your own
- be familiar with requirements such as record keeping, report writing, parents' evenings, lesson planning etc.

#### **Personal Qualities required:**

The teacher of psychology will be expected to be

- a good team player
- have a good work ethic
- in possession of a well-developed sense of humour
- respectful of and to acknowledge the Christian ethos and heritage of the school
- be committed to the academic and pastoral ethos of the school
- be committed to upholding all Health and Safety regulations in force
- be committed to promoting Wychwood School positively by attendance at Open Mornings and Evenings and supporting whole-school, extra-curricular and outreach events

#### **Skills and attributes:**

The teacher of psychology should

- be rigorous and professional in their approach
- abide by the Wychwood staff code of conduct which may be revised from time to time
- be able to relate well to teenage girls, and you should like them

- be able to relate to colleagues, both as part of a team and in areas of training and responsibility
- be able to manage time well so that pressure points such as report writing or exams are managed effectively
- be prepared to take advice and to try out new things, and also be able to question;
- enjoy the subject and your work
- understand and act upon the need for constant, accurate communication between staff in school, the SENDCo, the EAL department and to parents so that the girls receive the highest quality, targeted support where necessary
- demonstrate and instil enthusiasm and interest

### **Professional Responsibilities:**

- To attend INSET and other training courses as required e.g. preparation for inspections and personal professional development
- To attend staff meetings and read the minutes
- To carry out staff duties such as taking prep and weekend duties
- To attend and, on occasion to lead or facilitate pupils to lead the school's assembly programme
- To attend parents' meetings for those pupils taught and those meetings where information is required by parents for the next stage of education
- To supply the examinations officers with all relevant and accurate data to allow public examination and coursework administration pre- and post-results to be carried out effectively and efficiently
- To prepare and support pupils applying for Further Education
- To share cover for absent colleagues
- To be part of the progress tutor and form teacher teams as required
- To observe all Health and Safety requirements in order to maintain a safe environment
- To observe all safeguarding and child protection requirements
- To manage the psychology budget and be responsible for ordering, storing, managing and distributing the subject's resources
- To take responsibility for keeping and recording detailed accounts, communicating these accounts to the bursary and the recording and communication of all billing information to the bursary
- To be involved in the extra-curricular life of the school
- To maintain close involvement with the life of the school
- To ensure appropriate standards of behaviour of the students in their care at all times
- To attend faculty meetings regularly and to undertake any tasks reasonably required by the Head of Faculty
- To undertake any other task reasonably requested by the Head

### **Academic Responsibilities:**

- To promote a love and appreciation of psychology as an academic discipline
- To ensure pupils have an appreciation of the value and wonder inherent in psychology
- To explain how psychology can contribute to possible career paths
- To plan, teach, assess and evaluate lessons in psychology in accordance with the requirements of the appropriate specifications
- To produce, maintain and update schemes of work appropriate to each year group and Key Stage
- To select and use appropriate and varied resources, equipment and techniques
- To set and mark regular written assignments; to keep detailed mark sheets and pupil records
- To ensure thorough assessment of students' progress including the marking of preparation constructively, the giving of positive and supportive feedback and the setting and marking of regular tests and examinations

- To draw up schemes of work, evaluating and amending them in the light of experience
- To produce written course information where it is required
- To encourage pupils to monitor their own progress, whether by individual tutorials or written self-assessment
- To ensure that school assessments and examinations are reviewed after each examination session to help girls identify and eradicate errors in knowledge, practice or examination technique
- To promote active and independent learning by methods specific to the girl in question
- To model and encourage the use of a variety of study skills, revision techniques and learning approaches to maximise a pupil's performance
- To apply the recommendations of Pupil Profiles (formerly IEPs)
- To maintain up-to-date knowledge of developments in education especially in psychology
- To report termly to parents in writing, completing them by the published deadlines. The reports should be positive, summative and formative
- To produce written reports for staff on progress on a timely and termly basis
- To mark and comment on entry papers in a timely and professional manner where appropriate
- To organise and lead field trips to fulfil public examination requirements and in other year groups to promote interest in psychology
- To organise and lead pupils' educational visits or attendance at conferences where appropriate
- To liaise with other teachers and progress tutors about the pupils' progress

*It is the duty of independent schools and in particular boarding schools to promote and safeguard the welfare of children in their care. Wychwood School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). At Wychwood we are aware that pupils may suffer physical, sexual, domestic, emotional or other forms of abuse either at home or away from the school, or within school itself. There are clearly laid down and recognised policies and procedures for dealing with abuse which are available to see on request. The school follows the DfE statutory guidance given in the latest version of Keeping Children Safe in Education.*