**THE DIXIE GRAMMAR SCHOOL**

**JOB DESCRIPTION**

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| **POST** | Head of Psychology |
| **RESPONSIBLE TO** | TBC |
| **DIRECT REPORTS** | 0 |
| **CONTRACT TYPE** | Permanent & Full-time – option for part-time |
| **SALARY** | Commensurate with skills and experience |

**JOB PURPOSE**

To lead the Psychology Department, in line with the School's strategic plans.

**Main Duties and Responsibilities**

* To establish and develop a successful Psychology Department.
* Support and contribute to the school’s responsibility for safeguarding students.
* Develop and deliver schemes of work and departmental making policy and teach the allocated A Level Psychology classes.
* Follow policies on assessment, recording and monitoring pupils’ progress.
* Follow policies on reporting pupils’ attainment and progress, including participating in parents’ evenings.
* Play an active pastoral role as a Form Tutor.
* Contribute to the school’s enrichment activities as part of a substantial, regular and frequent extra-curricular programme of clubs and/or societies.
* Encourage students’ success through the school’s da Vinci scheme.
* Work  within  the  school’s  health  and  safety  policy  to  ensure  a  safe  working environment for staff, pupils and visitors
* Work within the school’s policy to promote equality of opportunity for all students and staff, both current and prospective.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
* Participate in the school performance development review programme.
* Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
* Promote high standards of behaviour, effort and attainment in line with school policies.
* Undertake other reasonable duties related to the role required from time to time.

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| **NB:**This job description is current at the date shown but may be changed by the Headmaster following due consultation, to reflect or anticipate changes in the role which may be required. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. |