

**URSULINE HIGH SCHOOL**  
**PSYCHOLOGY TEACHER**  
**JOB DESCRIPTION**

**Post Title:** Psychology Teacher [Year 12]

**Grade:** M1 – UPS3 (£29,233 - £48,244)

**Responsible to:** Head of Faculty/Head of Department

**Date:** October 2018

**Key Purpose:** To fulfil the duties outlined in current legislation in line with the school's aims and policies.

**Accountable to:** Head of Faculty/Head of Department

**Accountable for:** The progress of students allocated to each lesson

**Key Accountabilities**

1. Accountable for the delivery of the specified curriculum
2. Outcomes
3. Accountable for maintaining a well managed classroom

**Key Tasks**

- a) To prepare appropriate material in order to deliver the curriculum effectively, using a variety of styles and approaches, with regard to the individual needs of pupils.
  - b) To contribute to the effective development of schemes of work.
  - c) To implement relevant school policies in relation to the subject.
  - d) To mark work formatively in order that pupils are able to make progress and reach their target grades.
- a) To ensure all students and groups of students meet their targets.
  - b) Implementing all school's policies on Teaching and Learning, Assessment etc
- a) To have regard for the safety of pupils in line with the school's Health and Safety Policy and routines.
  - b) To maintain firm but clear discipline using school and departmental systems of rewards and sanctions.

- c) To ensure that the learning environment is stimulating through the display of pupils' work and other appropriate materials.
- 4. Accountable for keeping records on individual pupils
  - a) To keep a register of attendance at each lesson and to follow up non-attendance and lateness.
  - b) To set and mark homework in line with the school's policy.
  - c) To contribute to the school's assessment policy through the completion of reports, regular marking, attendance at Parent's Evenings, Academic Review Days and any other report as necessary.
- 5. Accountable for having a professional commitment to teaching and their own development
  - a) To attend regularly and punctually.
  - b) To update subject knowledge through appropriate professional development opportunities.
  - c) To take a positive role in performance review.
  - d) To attend school meetings as per the calendar.
- 6. Safeguarding
  - a) To follow the School's Safeguarding Policy and procedures in order to keep every student safe