



**HEAD OF PSYCHOLOGY  
INFORMATION FOR CANDIDATES  
FOR APPOINTMENT IN SEPTEMBER 2019 OR JANUARY 2020**

**A message from the Warden**

Thank you for expressing an interest in working at St. Edward's - a traditional co-educational boarding school with progressive educational principles, set in the heart of Oxford.

St Edward's is a refreshingly different kind of school – the deliberate emphasis on a broad range of academic abilities on entry creates a community that fizzles with varied interests and enthusiasms. We are one of very few schools to successfully offer both A Level and the International Baccalaureate in the Sixth Form, further supporting the diversity of our pupil body.

We want to equip our pupils with the best exam grades they can achieve, and our results and value-added scores show how well we do this; but just as importantly, we believe that education is about the whole person: we emphasise the development of wider learning skills in the classroom, complemented by a rich and varied co-curricular programme.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about our academic results and our distinctive ethos on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently 690 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 13 boarding Houses, 12 of which have around 60 pupils from all year groups.

The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks.

The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

All teaching staff play a full part in the boarding and co-curricular life of the school.

### **About the Psychology Department**

Psychology is available only to pupils taking the IB (an outline of the course is available at [www.ibo.org](http://www.ibo.org)). Whilst the subject is a recent addition to the curriculum in the school, it has rapidly become popular – close to 60 pupils will be studying Psychology from September 2017 with many opting also to take an extended essay in a related area. Results are some of the best in the school – in 2016 over 60% of pupils achieved a grade 6 or 7. The subject has been previously taught by staff from a range of departments. This will continue to be the case on the appointment of a Head of Department, if to a lesser extent. The appointed candidate will be the first formal Head of Psychology. This provides an exciting opportunity to forge the identity of the department yet build upon the achievement of the team that has helped introduce the subject to the school.

### **About the role**

The Head of Department Reports to the Deputy Head Academic and is responsible to the Warden. The role relates to pupils, other teaching staff, non-teaching staff and parents.

Responsibilities:

- Provide academic leadership within the department, including:
  - Continually seeking to improve the quality of teaching and learning
  - Develop and implement the Departmental Development plan
  - Maintain appropriate schemes of work
  - Develop and monitor appropriate policies
  - Maintain appropriate choice of exam syllabuses
  - Provision of academic enrichment opportunities
  - Ensure effective communication and exchange of ideas through regular departmental meetings
- Support the professional development of the teachers within the department through effective coaching, mutual lesson observations and collaborative planning and work scrutiny
- Analyse and report on public examination results, feeding back into the departmental plan
- Administer public exam entries within the subject, including managing completion of all internally assessed coursework
- Set and manage the departmental budget
- Provide structures for tracking pupil progress and monitoring the resultant actions to continue to raise achievement levels
- Implement the policies of the School as part of the School middle leadership team.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Warden to reflect or to anticipate changes in the job commensurate with the grade and job title.

St Edward's operates its own pay scale and the School will comply with the employer pension duties in accordance with Part 1 of the Pensions Act 2008. Other non-contractual benefits include private health scheme; membership of the Nuffield Health Fitness & Wellbeing Gym and death-in-service insurance.

### **About the Candidate**

The Head of Psychology should be an inspirational and energetic teacher. Heads of Department are an important part of the School's management structure and the Head of Psychology will be expected to play a full part in implementing the School's academic vision.

<b>Person Specification Characteristics</b>	
A good honours degree	Essential
Educational qualifications (PGCE, M.Ed)	Desirable
An outstanding classroom practitioner	Essential
Able to work flexible hours, including some evening and weekends	Essential
Passion for the subject	Essential
Able to enthusiastically contribute to the wider life of the school e.g. sports, music, drama, CCF, Duke of Edinburgh or other co-curricular activities	Essential
A proven track record of building and maintaining good relationships with pupils	Essential
A proven track record of building and maintaining effective working relationships with colleagues	Essential
Excellent communication skills (written and spoken)	Essential
Awareness of, and willingness to use, contemporary educational research	Desirable
Committed to safeguarding children and young people	Essential

### **Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

### **Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. All staff are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

### **Health and safety**

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with colleagues responsible for the various areas of the School's activities. These interviews will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children. Candidates will be asked to teach a lesson and possibly observe a lesson and in turn give feedback to the Deputy Head Academic. They will also be given a tour of the School by a pupil. Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org).

Completed forms should be emailed or posted to [wardenpa@stedwardsoxford.org](mailto:wardenpa@stedwardsoxford.org) / the Warden, St Edward's School, Oxford OX2 7NN. Suitable candidates will be interviewed as soon as possible.

If you would like further information about this post, please contact Mr Matthew Albrighton, Deputy Head Academic, preferably by email: [albrightonm@stedwardsoxford.org](mailto:albrightonm@stedwardsoxford.org).