

Teacher of Psychology (Part Time)

Queen Margaret's is a fully independent boarding (85%) and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the School is proud of its traditions and Anglican foundation, whilst being forward thinking. Strong in the Arts and Sciences, QM ranks amongst the country's elite schools academically, while providing an all-round education. Art, Dance, Drama, Music and Sport are all strengths and girls are encouraged to be involved in these and many other enrichment activities. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

Ethos of the School

QM exists to provide a holistic education, underpinned by warm-hearted pastoral care, inspiring every girl to develop and flourish in a safe and happy boarding environment, empowering her to achieve her life, academic and career aspirations.

Our Aims

QM is a forward-thinking school for girls who aspire to be leaders in every walk of life. QM girls take advantage of our vibrant and complementary programme of studies and activities. In doing so, they will:

- Achieve excellence inside and outside the classroom
- Develop an enthusiasm for independent thought, learning and research
- Grow with emotional maturity, social awareness and respect for individuality and difference
- Forge special friendships that will stay with them for the rest of their lives
- Be interesting, well-informed, happy and confident members of the community.

Psychology

The School introduced A Level Psychology (AQA (A) specification) to our curriculum in September 2016. It met with an immediately positive response from the girls, in the first year nine girls took the subject, this year there are seventeen girls studying Psychology in the Lower VIth. As a result of the recent internal promotion of the Teacher of Psychology to the role of Academic Deputy we are looking to recruit an equally inspirational and effective classroom practitioner to join her on a part time basis and ensure that Queen Margaret's girls achieve outstanding results in this subject. It would be a significant advantage if applicants can offer other curriculum subjects, in particular Religious Studies (Philosophy & Ethics) to A Level.

Teacher: Job Description

Main duties and responsibilities

As a teacher:

- To prepare and deliver lessons in line with the agreed syllabus and schemes of work;
- To maintain a record of work (including preparations) in sufficient detail for the Head of Department;
- To mark and assess girls' work in line with School and departmental requirements, and to record assessments in accordance with the department's and the School's policy;
- To stimulate and encourage girls' performance against the available assessment data and make any necessary adjustments to teaching as a result;
- To ensure that the needs of each individual are met and teaching materials are differentiated;
- To maintain up to date accurate records of girls' progress
- To offer help with the programme of extracurricular activities;
- To teach approximately half a timetable (circa 11 hours per week initially, the hours may vary each year)

As a member of a department;

- To take part in departmental meetings as required by the Head of Department;
- To undertake a programme of lesson observations and work scrutiny within the department to ensure that the very highest standards are being met;
- To analyse and monitor the assessment of girls and where necessary adjust teaching as a result;
- To use assessment data for the planning of lessons, monitoring progress and delivery as required by the Head of Department;
- To participate in the preparation and implementation of the departmental Development Plan as required by the Head of Department;

- To assist in the development of appropriate syllabuses, materials, and schemes of work including the setting of internal examinations and mark schemes as required, and to accept advice and instruction from the Head of Department;
- To keep the Head of Department informed of any girl who may be experiencing difficulties of any kind;
- To accompany girls to conferences, University visits and other such meetings as are held from time to time if required;
- To organise and assist with any internal or external competitions as required;
- To help keep up-to-date the department's resources collection and contribute to the development of Information Technology within the Department;
- To advise the Head of Department on any stock or resources that needs to be acquired or updated for the teaching of the subject;
- To assist with and provide displays of material around the School and within the Department as required.

As a teacher at Queen Margaret's

- To assist with the programme of induction for new staff as appropriate and required;
- To ensure that expectations regarding behaviour and attire are closely monitored and implemented and clearly communicated to girls. The Teacher should award rewards and sanctions in line with the School Policy.
- To advise the Tutor of any girl who needs care or help;
- To complete reports as and when required by the deadlines set;
- To acquaint oneself with the School's, and Department's Health and Safety policy and to ensure that Health and Safety rules are followed;
- To participate in the supervisory duties shared by all members of staff;
- To maintain high personal standards of prompt arrival for the School day and scheduled lessons and activities, and appropriate professional appearance;
- To seek the Head's authorisation for any absence from the School, and to give notice as early as possible in the case of unavoidable absence through sickness, and to indicate work for classes to follow;
- To attend all relevant staff meetings and INSET days;
- To participate in the School's system of induction and appraisal;
- To attend all Parent/Staff meetings and other meetings about students as required by the Head;
- To attend all major School events as required by the Head (the Teacher should be present at all full school gatherings, including assemblies, chapel services, Mark Reading and Speech Day);
- To ensure that any events or trips are organised according to the School Policy and procedures;
- To maintain regular contact with and a flow of information to the Head of Department, the Housemistresses and the Senior Deputy Head/ Director of Boarding on all matters concerning the welfare and progress of individual girls;
- To take an active part with all members of staff, in encouraging good relations with all members of the local and wider community and ensuring that the School is always promoted positively;
- To undertake such other tasks relevant to the work of the Department or Tutor, or the needs of the School as these may arise.

Person Specification

You will be an enthusiastic, inspirational and creative teacher keen to ensure the highest quality classroom teaching. You will be in sympathy with the aims and ethos of the School and with the concept of a girls' only boarding education. You will enjoy the company of young people and have the skills necessary to enable every girl to strive and achieve her maximum potential.

QUALIFICATIONS AND EXPERIENCE

- Good relevant qualifications and experience in teaching A Level Psychology
- The ability to show enthusiasm and imagination and a willingness to contribute to curriculum development
- It would be a significant advantage if you are able to teach other curriculum subjects, in particular Religious Studies (Philosophy & Ethics) to A Level

CURRICULUM

- Awareness of the Curriculum and future implications for the teaching of Psychology

PERSONAL TEACHING SKILLS

- Evidence of the ability to cope with a range of teaching strategies and styles
- Evidence of efficiency in administrative tasks inside and outside the classroom
- Evidence of the application of IT within Psychology teaching and a desire to develop ideas in this respect.

PERSONAL SKILLS

- Evidence of the ability to support a project on and lead it to maturity
- An effective and self-motivated planner and manager of her or his time
- The ability to work effectively individually and as a member of a team

RELATIONSHIPS

- Able and willing to relate well to individuals and groups of girls
- Able to get on well with colleagues
- Excellent class management and control
- Positive attitude to and successful experience of the tutor role
- An interest in extra-curricular activities
- A willingness to support all School activities, to be available to listen to girls and to deal promptly with concerns and difficulties
- A sense of humour

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be set out in a letter of appointment:

1. The appointee will receive a salary following the school's own pay structure and, paid in monthly installments in arrears from the agreed date of appointment and is inclusive of holiday pay; no over-time is paid and days off in lieu of work are not applicable.
2. The appointment will be subject to a probationary period of one term which may be the subject to review and extension. The school is required to give the appointee one month's notice to terminate the appointment during the first term of the appointee's employment or up to the end of the probationary period, whichever is the later, and one term's notice thereafter.
3. The appointee is required to provide one full term's notice to terminate his/her employment.
4. The appointee will be eligible to join the Teachers' Pension Scheme (TPS).
5. Daughters of the appointee may attend QM, having passed the selection criteria. A fee remission may be available at the discretion of the Head.
6. Meals will be provided during full term during hours of duties; accommodation is not provided.
7. The appointee will be expected to work 33 weeks term time, which may include some Bank Holidays; and for such periods during school holidays as may be necessary for the effective performance of his/her duties. No work outside QM should be undertaken without permission of the Head.
8. The appointee shall be contractually entitled to the statutory minimum holiday entitlement (currently 28 days) which is to be taken during the School holidays, however subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head (including attendance at Training Days), the appointee will not normally be required to work during school holidays.
9. The normal hours of work are 08:15 – 17:30 (Monday – Friday) and 08:45 – 12:30 (Saturday). Clubs, societies, matches, practices, duties, training days and parents' meetings may, necessarily, extend these times.
10. The School's sick pay policy is non contractual and is available in the Staff Handbook (The QM Red Book) as are the School's disciplinary and grievance policies and procedures.
11. An appropriate school fees remission package may be available for the daughter(s) of the Teacher, during their time at Queen Margaret's at the discretion of the Head.
12. The appointment shall be made subject to an enhanced DBS check, a negative check at the DfE Record of Teachers Prohibited from Teaching, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the School.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Queen Margaret's School

Escrick Park

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www.queenmargarets.com