



Head of Psychology

Information for prospective staff

Department Information

Psychology is an extremely successful and well-regarded department, consistently achieving outstanding A Level results and cultivating genuine enthusiasm and a love for the subject among students. We maintain a culture of high expectations, intellectual curiosity and academic ambition, and our excellent value-added record reflects our commitment to enabling students of all abilities to achieve their full potential. Each year, a significant number of students continue their studies at university, with many securing places on competitive Psychology and related courses, including at Russell Group institutions and Oxbridge.

We follow the AQA specification, with Year 2 options in Forensic Psychology, Relationships and Schizophrenia. The department benefits from excellent resources and well-structured schemes of work that support students in managing the content-rich nature of the course. Staff draw on contemporary research, real-world applications and personal expertise to bring the subject to life and inspire students beyond the classroom. A strong emphasis on developing effective study skills equips students with the tools they need for academic success both now and in the future.

Intellectual curiosity is further promoted through a rich programme of enrichment opportunities, including external lectures at the Royal Institution and Gresham College, participation in the British Psychology Olympiad, and student presentations at the thriving Psychology & Biology Society. Our biannual Brain Day workshop with Dr Guy Sutton is a highlight, offering students the chance to explore cutting-edge neuroscience and engage in a supervised sheep's brain dissection.

As a reflective and forward-thinking department, we are committed to maintaining the highest standards while fostering an engaging, supportive learning environment. We value flexibility, enthusiasm and a readiness to respond to the needs of our students, and we seek a colleague who shares our passion for outstanding Psychology education.

Information about the role

Purpose of post -

Reporting to a member of SLT

Main Teaching Duties and Responsibilities: -

The Head of Psychology is accountable to a member of SLT and - in addition to promoting the School's mission statement, aims and policies - has responsibility for the following:

Teaching, Learning and Assessment

- Preparation and planning of lessons in accordance departmental schemes of work such that students in your lessons develop the Freeman's Characteristics through your provision of Opportunities and the subject's

content and skills.

- Demonstrating a range of teaching methods and keeping abreast of developments in the Psychology subject area; employing a range of teaching resources including the display of pupils' work.
 - Carrying out assessment according to Psychology Department and School policies. Recording assessment (grades/reports etc.) within deadlines set and keeping clear records.
 - Setting and marking of classwork and homework according to relevant School and Psychology Department policies.
 - Reporting to, and updating, parents on progress at parents' evenings or on reasonable request from parents.
 - Participate in the setting and marking/moderating of examination coursework where appropriate.
 - Providing pupils with appropriate challenges and setting an appropriate pace for lessons.
 - Adapting teaching methods considering the specific needs of each pupil and of classes as a whole.
 - Establishing a structured and purposeful classroom environment that is conducive to learning and where pupils know that high standards are always required.
 - Managing the classroom effectively with appropriate use of rewards and sanctions, in accordance with Psychology Department and School policies.
 - Motivating pupils to learn and establishing a rapport with pupils conducive to learning.
 - Attending Psychology Department meetings every week and contributing to the operation of the Department; attending staff meetings and School INSET days; seeking opportunities for professional development; participation in the School's Professional Review (appraisal) scheme; participation in induction arrangements.

Other

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the Chief Operating Officer via the School's Accident Report Form procedure. Report forms are held in the Medical Centre.
- Informing the Chief Operating Officer of any concerns regarding Health & Safety and safe working practices.
- Teaching staff will read and act upon, or in accordance with, all the relevant school and departmental policies.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Carrying out the normal supervision duties as laid down in School policies
- Staff will uphold public trust in the profession and the reputation of the school by maintaining the highest standards of ethics and behaviour, within and outside school. They will show tolerance of and respect for the rights of others and not undermine Fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. They will ensure that their personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Responsibilities of Head of Psychology

General

The Head of Department is accountable to a member of SLT and in addition to his/her duties as a teacher has responsibility for the following:

- leadership of the Department, its academic performance, organisation and administration.
- promoting and supporting the School's aims and policies, and leading the Department effectively in accordance with those aims and policies.

Curriculum, Teaching, Learning & Assessment

- The drawing up and updating of schemes of work in accordance with School policies and subject to developments at KS3, GCSE and AS/A level
- Setting high standards of work and behaviour in the Department in accordance with school policies and monitoring the teaching and learning within the Department by regular observation of teaching and written

work

- Ensuring that teaching and learning in the Department takes into account the different needs of the pupils and developing strategies to meet those needs
- Managing coursework as appropriate and monitoring the preparation of pupils for public examinations
- Providing the Examinations Officer with the relevant information for public examination entry within deadlines set. Determining the internal examination/ testing requirements and ensuring that papers are set and marked in accordance with school policies
- Making use of baseline data (entrance tests, screening results, ALIS, MidYis and YELLIS scores)
- Drawing up departmental policies on marking (classwork/coursework and homework), reporting and assessment in line with School policies. Monitoring adherence to these policies and their effectiveness within the Department
- Liaison as appropriate with the School Library as a whole school resource for learning
- Promoting the subject among pupils by developing departmental enrichment activities (eg visits; exchanges; clubs, competitions etc)

Management, Administration and Staff

- Leading the staff of the department; holding regular departmental meetings with agenda and minutes and ensuring effective communication within the Department, and between the Department and other Departments and the Senior Management Team
- Managing the routines of any non-teaching staff (e.g. technical staff) attached to the Department
- Evaluating public examination results (where applicable) at KS3, GCSE and A/AS level and reporting to Senior management on these
- Writing an annual report to the Headmaster for submission to the Governors
- Liaison with parents on departmental matters
- Liaison with the Deputy Head on work set by absent staff of the department
- Communicating effectively through attendance at Heads of Department and other curriculum meetings as required
- Managing the resources of the Department efficiently
- Drawing up an annual development plan for the Department including a budget proposal in conjunction with the 2nd Deputy Headmaster
- Managing the departmental budget; keeping within limits set
- In consultation with the 2nd Deputy Head, organising the teaching allocation for the department and advising the Headmaster on the appointment of staff to the Department
- Participating in the recruitment, selection and induction of staff for the Department and ensure appropriate support and mentoring of Newly Qualified Teachers in the Department

Other

- Managing in conjunction with the Deputy Head departmental INSET; encouraging the professional development of all members of the Department
- Taking responsibility for Professional Review (appraisal) of some or all colleagues in the Department in accordance with the School scheme
- Ensuring that the department has a health and safety policy in accordance with the School Health and Safety Policy. Monitoring adherence to that policy within the Department
- Participating in Open Mornings; preparing materials for specific marketing events (eg Sixth Form Evening)

Revision of Job Description

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Candidates should:

- Demonstrate **STRONG** subject expertise and the ability to stretch and inspire pupils across the attainment range. (I)
- Play a significant role in supporting pupils aspiring to study Psychology at highly competitive universities, including Oxbridge. (I)
- Hold a good honours degree in a relevant subject (A)
- Hold either QTS and demonstrate a track record of success or possess the willingness and ability to become a qualified teacher (A,I)
- Be willing and able to contribute to all parts of school life (A,I)
- Have awareness of, and a commitment to, the needs of young people in a school setting; be someone who shares the School's commitment to promoting the welfare and safeguarding of children (A,I)
- Be an enthusiastic and dynamic teacher, able to motivate and inspire pupils and staff to achieve the highest standards (A,I,T)
- Be able to build and maintain professional relationships, striking the right balance between formal and informal channels (A,I)
- Possess good time management skills, and be able to cope with the demands and life of a busy leading independent school (A,I)
- Be an effective communicator (A,I)
- Have good ICT skills and the ability to deal with the administrative routines (A,I)
- Be able to lead others and take the initiative (A,I)

Note to Applicants:

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s).

It is essential you address the criterion marked as (A) on your application form in the section for supporting information. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

How to Apply

Applicants should send a completed application form and covering letter addressed to the Headmaster, to **CLFS- Recruitment@cityoflondon.gov.uk**, by 9am on Thursday 12th March 2026.

Interviews will take place at the school on Thursday 19th March 2026. Candidates are asked to note that Freeman's retains the right to interview and appoint at any time during the application process.

Freeman's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS- Recruitment@cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).