



*Where young
people are*
**known,
valued &
treasured**

Teacher of Psychology

Application Pack

Co-educational Independent Day School for ages 4-18 in St Albans



Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. The College is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form.

St Columba's is an academic and aspirational school devoted to academic excellence and the holistic development of each individual child. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are an integral part of a dynamic group of 12 schools located primarily across the United States.

Teacher of Psychology

Reporting into: Headmaster and Senior Leadership Team (SLT) through their Line-Manager (Head of Department or Assistant Head of Department)

Department Organisation with Current A-Level Results

The Psychology Department is successful and developing in the College, with good academic results. The department consists of two specialist teachers (one full time and one part time). All students learn through Microsoft learning packages and a variety of online and offline resources, facilitating a highly collaborative environment. The department is proud of its dynamic use of technology to enhance learning in a variety of ways.

At A-Level, our results are in line with national average. In 2025, 89% of our students gained an A*-C and this is testament to the dedication of both our staff and students that a number of our students go on to study Psychology and other Psychology-related courses at university with their excellent A-Level grades.

Curriculum Overview

All students have access to a 1:1 device, specifically a Microsoft Surface Pro, to underpin teaching and learning. Students use OneNote in place of exercise books for most lessons and homework/independent study tasks. Class sets of textbooks and online resources are used to develop students' knowledge of topics. The department is using a variety of both handwritten tasks and the Microsoft 365 apps to enhance students learning and departmental training is rigorous yet supportive for all staff. This has proved to be highly successful and has allowed the students access to a multitude of learning opportunities as well as keeping their exam skills and writing ability strong.

Psychology Learning Structure

For A-Level we use the AQA Exam board, which has a range of online support. In Lower Sixth, students have 6 x 50 minutes lessons per week, split across both teachers. In Lower Sixth we study the following topics: Social Influence, Memory, Attachment, Psychopathology, Approaches in Psychology, Biopsychology (introduction), Research Methods, Issues and Debates in Psychology. In Upper Sixth, there are 7 x 50-minute lessons per week. We study the remaining topics which includes: Research Methods and Biopsychology and the optional units of Relationships, Schizophrenia and Forensic Psychology. One lesson per week is dedicated to exam practice and improving students' essay skills.

From September 2026, we are also introducing BTEC Level 3 Extended Certificate in Applied Psychology. The introduction of this course will enable students to approach Psychology in a more applied way and is assessed through a mix of examinations and coursework. The lesson structure for the BTEC will follow the same pattern as for the A Level.

All students (A-Level and BTEC) are expected to research and read around the subject assisted by a variety of subscribed dedicated journals and podcasts to produce regular evidence of independent learning. To support this, the department has made the decision to move away from specific homework tasks that are set every day and move towards a carefully designed programme of Homework / Independent Study that students can then use to structure their Independent Study lessons within school as well as their time at home. One of these is set (via a page in their Class Notebook) at the end of every two, three or four lessons of each topic and is designed to fit in with the topics they have been studying. The activities provided aim to encourage frequent review of learning, with a range of question types. This makes a big difference to their recall and understanding and save them being underprepared too close to bigger assessments.

Additional Information

Alongside the timetabled lessons, the Psychology Department runs a weekly exam skills session and an open drop-in clinic for the exam year students.

Facilities and Accommodation

We have 1 dedicated teaching room for Psychology, and one that is shared with another subject. Each classroom is well resourced with a range of textbooks and electronic equipment including interactive view boards in all classrooms. Other classrooms are used as required. The Psychology Office in Iona house provides for individual working areas but also a place where ideas and strategies can be discussed and shared daily. All Psychology staff are allocated a workstation which is equipped with a docking station for staff devices, access to department shelving and a filing cabinet. Refreshment needs are catered for in a suitably equipped kitchen area in Iona house, where staff can make tea and coffee, along with a small fridge to store milk and soft drinks. The College provides free tea and coffee, as well as milk, sugar, biscuits, and fruit. A photocopier (shared with Iona house departments) is available for staff use.

Key accountabilities

- Raising standards of student attainment and achievement within their teaching groups by monitoring and supporting students' progress
- Contributing to a broad, balanced and challenging curriculum which provides students with the requisite knowledge and skills, and also promotes independent learning
- Contributing to appropriate schemes of work and lesson planning, including related assessment processes as directed by Head of Department
- Supporting a collegiate approach so that staff work as an effective team, including sharing good practice;
- Through reflective practice of Learning and Teaching and students' work, ensuring that lessons are planned to ensure all students make progress, schemes of work are followed and appropriate homework set, and that marking and assessment for learning takes place and reflects subject area policy
- Responsibly deploying available resources, which support effective learning and teaching in consultation with colleagues in subject area
- Taking responsibility for own appropriate professional development
- Ensuring organisational and administrative tasks, both within the subject area and in support of SCC policy, are completed promptly and efficiently
- Refining and further developing links between the Prep and Senior schools as directed by Head of Department and/or Assistant Head-Learning & Teaching

Specific Responsibilities

- To ensure the smooth day-to-day running of all teaching groups
- To establish practices that support good classroom and behaviour management
- To develop appropriate and challenge learning and teaching practice through effective lesson-planning and use of available resources in line with policies and procedures of subject area
- To complete appropriate Monitoring and Tracking procedures within subject area and use to inform planning;
- To mark regularly in line with department policy
- To monitor student data and progress and ensure that appropriate intervention strategies for teaching groups/individuals are implemented; and that due recognition and reward of student achievement is celebrated through merits, attitude to learning points and Headmaster's Awards
- To liaise with key staff (e.g. SENCo, nurse and G&T Co-ordinator) to support needs of individuals
- To write student subject reports for teaching groups which reflect formative assessment
- To be responsible for the marking of internal examinations so that moderation and standardisation of results can be completed
- To ensure through collective responsibility that an environment conducive to effective learning and teaching is established and maintained in the subject area classrooms, including appropriate and up-to-date displays
- To set appropriate work for classes when absent and follow procedures outlined in Cover Policy
- To ensure that prompt and appropriate communication with parents is carried out and meetings held when necessary; and that action points and strategies are recorded and fed back to other staff as appropriate
- To complete Performance Review
- To keep up-to-date with national developments in the subject area, and teaching practice and methodology
- To contribute to an annual Departmental Improvement Plan (DIP)
- To attend and contribute to subject meetings to develop the skills and teamwork of subject colleagues, ensuring sharing of good practice
- To contribute to subject-related wider learning opportunities offered within subject area
- To undertake routine administrative tasks as requested by Head of Department and SLT
- To attend College events pertaining to the subject area and as directed by Headmaster
- To undertake duties and cover for absent colleagues as directed
- To undertake other key tasks that may be reasonably be asked by the Head of Department and Headmaster

Generic Responsibilities

- To be a member of a team of teachers which nurtures the Catholic ethos of the College in tradition of the Brothers of the Sacred Heart, in order to promote the spiritual, moral, cultural, aesthetic, intellectual and social development of the students and the community life
- Responsibilities carried by all teachers in the College comply with the teachers' contract of employment and Teachers' Standards
- To promote and safeguard the welfare of children and young people
- Expectations regarding the role and expectations for all Form Tutors are contained within the Senior School handbook
- To play a full part in the life of the College community to support its distinctive mission and ethos and to encourage staff and students to follow this example; and
- To contribute to the co-curricular activities

Essential Criteria

Knowledge and Experience

- Proven knowledge and understanding of the subject, its teaching practices and methodology at A Level or have a relevant degree
- Evidence of an active contribution to the development of the subject at A Level (sharing good practice supporting teamwork); and
- Evidence of commitment to personal CPD

Skills and Abilities

The ability and commitment to

- Be an effective practitioner within the subject area
- Inspire, challenge and support students within teaching groups
- Model the values and expectations of the College
- Understand and demonstrate the principles and practices of effective learning and teaching
- Review and plan own CPD
- Work as a reflective practitioner
- Instill a love of learning in their students
- Develop a secure and empathetic environment in which each student can learn and make progress

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy at all times and to engage with relevant safeguarding training and updates as requested, including in-person training and online courses, which may be beyond the usual working hours. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Leader and record on CPOMS.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

Remuneration and Benefits

- St Columba's College operates its own salary scales
- This position is offered as 0.6 for an experienced teacher or full-time for a trainee teacher whilst completing the Post Graduate Teacher Apprenticeship (PGTA) with the University of Buckingham.
- The College offers a fee remission for children of permanent members of staff educated at SCC (pro rata for part-time working)
- Membership of APTIS, a Defined Contribution Pension Scheme
- 17 weeks of annual leave to include an October two week break
- Complimentary lunch / tea / coffee / fruit / biscuits
- Eye care vouchers
- Free annual flu vaccination
- Access to an online employee benefits hub including discounted gift cards, cycle to work and tech schemes.
- Access to use of a confidential 24-hour counselling help line
- Use of the College Fitness Suite outside of school hours
- Free car parking on site
- Support with Continuing Professional Development
- All staff have use of a Microsoft Surface Pro for school use

Work with us

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

If you wish to discuss this vacancy further, please contact Jackie Metcalfe, Head of HR, at metcalfe.j@stcolumbascollege.org or on 01727 892095. To apply for this position, visit our website stcolumbascollege.org

Application Process

Closing date: 10am on Monday, 20th April 2026. Interviews will be conducted shortly afterwards.

Early applications are encouraged as we reserve the right to call suitable candidates to interview and to appoint prior to the closing date.



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St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)