



Valentines High School

A career with passion,
heart and soul

#myvalentinescareer

Head of Psychology (Maternity Cover) Candidate Information Pack



“Staff find leaders approachable and considerate. They said that leaders take care of their wellbeing and take effective steps to reduce their workload.”

OFSTED 2021





In Harmony – Achieving Excellence

We have an exciting opportunity to appoint a Head of Psychology to start in September 2026!

We are seeking an outstanding and motivated teacher to lead our psychology department on a maternity cover basis from September 2026. The successful candidate will be responsible for the strategic leadership and day-to-day management of psychology, ensuring high standards of teaching, learning and achievement across Key Stage 5.

Valentines High School is a highly successful mixed comprehensive enjoying Teaching School and Leading-Edge Status. In October 2021, Ofsted judged our school to be 'Outstanding in all categories'. Public examination results are excellent. Valentines is known for its high standards of pupil behaviour and orderly learning environment. The school is centrally located in the London Borough of Redbridge, with very good transport links to central and outer London.

The successful candidate will inspire students, support colleagues and drive continued improvement in outcomes.

We are seeking an energetic candidate who is hard working, ambitious, an excellent teacher and communicator. The successful candidate will be passionate about psychology, have a proven track record of delivering engaging, challenging and well-structured lessons.

This is an exciting opportunity to join an outstanding department committed to academic excellence and innovative teaching.

The school provides a supportive environment along with excellent professional development opportunities.

Closing date: 27th April 2026, 9:00am

Job Description

Job title: Head of Psychology

Grade: Teachers Main or Upper payscale + TLR1b

Reports to: Assistant Headteacher

Supervisory Responsibilities: N/A

Job Purpose

To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress. To be accountable for student progress and development within the subject area. To develop and enhance the teaching practice of others. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department.

Key Purpose

- To be accountable for leading, managing and developing the subject/curriculum area.
- To lead the Psychology department proactively in order to continually improve practice and attainment in all areas.
- To work with the Deputy Head Teaching & Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To coach and mentor colleagues so that they are able to improve practice and meet performance management targets.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day leadership and management of staff within the designated department and act as a positive role model.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To monitor actively and follow up student progress.
- To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To lead and manage the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school.
- In conjunction with the ICT Co-ordinator to foster and oversee the application of I.C.T. in Psychology, including the development of materials for E-Learning.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

Curriculum Provision

- To liaise with the Deputy Head Curriculum to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and School Evaluation.
- To be accountable for the development and delivery of psychology subjects.

Curriculum Development

- To lead curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Deputy Head Teaching & Learning to maintain accreditation with the relevant examination and validating bodies.

Responsibilities

Curriculum Development cont.

- To ensure that the development of the Psychology subject is in line with national developments.

Quality Assurance

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed school procedures including self evaluation against quality standards and performance criteria in line with the OFSTED framework for inspection.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

Management information

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant Deputy, to manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Departmental performance and development.

Communications and Liaison

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.

- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the department's views and interests.
- To contribute to the planning and delivery of school liaison activities
- To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- To promote actively the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

Pastoral system

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHCE and citizenship and enterprise according to school policy.
- To apply the Behaviour Management systems so that effective learning can take place.

This job description will be reviewed on an annual basis

Person Specification

Assessment Criteria	Essential	Desirable	Evidence Interview (I) Application (A) Reference (R) Lesson (L)
Teaching and Learning			
Appropriate teaching experience with Qualified Teacher Status	*		A / I / R
Degree in Psychology	*		A
Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.	*		A / I / R
Experience of working in more than one school		*	A / I / R
Experience teaching Psychology at Key Stage 5	*		A / I / L
Knowledge and Understanding			
A thorough understanding of the AQA A Level Psychology specification (7182)	*		A / I / L
Proven track record of raising achievement and leading change	*		A / I
Ability to differentiate lessons to meet the needs of all students	*		A / I
Experience using assessment data to monitor progress and inform teaching	*		A / I
Strong classroom management skills with the ability to create a positive learning environment	*		A / I / R / L
Secure knowledge and understanding of curriculum requirements, new accountability frameworks and National agenda in relation to the curriculum and assessment at all key stages	*		A / I
Secure knowledge and understanding of all the assessments at KS5 and all benchmarking documents	*		A / I
Knowledge of valid, reliable and proportionate approaches to assessing students knowledge and understanding of the curriculum	*		A / I
Knowledge and experience of using ICT to drive progress across the school		*	A / I
Knowledge of effective strategies to raise achievement	*		A / I
Professional competencies			
Evidence of excellent teaching skills and examination outcomes	*		A / I / R
Experience leading extracurricular activities	*		A / I / R
Confident in the use and analysis of assessment data and assessment for learning strategies to track the achievement of a range of student groups and drive forward student progress	*		A / I / R
A commitment to professional development and teamwork	*		I
Competence in using ICT in the classroom to drive progress forwards and ability to embrace new technologies	*		A / I
Effective communicator using both spoken and written word	*		A / I
Able to organise time efficiently and work to deadlines	*		R

Psychology at Valentines High school

The Psychology Department at Valentines is a large, successful Department which prides itself on a record of excellent results. The Department provides students with outstanding learning opportunities through a wide range of methods and strategies. The curriculum is sequenced to allow students to develop knowledge and skills through consolidation and building on what they know. Students are encouraged to create synoptic links to deepen their understanding of Psychology.

Summer 2025 was another year of exceptional academic success. The Psychology department achieved an ALPS grade 3, placing the department well above the national average and in the top 25% of schools in England.

The Psychology Department is led by the Head of Department with support from two experienced psychology teachers.

The Department is committed to excellence and regularly shares best practice and drives high standards during KS5 CPD sessions. Teachers deliver engaging lessons to mixed ability groups in Year 12 and Year 13. There are 3 Psychology classes in each year group. All students study the full two-year A-level course. Students follow the AQA A Level Psychology Specification (7182).

The Department is well resourced with interactive whiteboards in every class. In addition, we have a wealth of Psychology teaching activities and textbooks and workbooks to support students in their learning.

Valentines High School Values & Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and where applicable encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for collective worship
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.



“Teachers take part in high-quality training opportunities. These aid them to strengthen their subject expertise and ensure that they are highly skilled in teaching the planned curriculum.”

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