



Priory Road – Shrewsbury – SY1 1RX  
Tel: 01743 237932 Fax: 01743 237934  
Email: info@ssfc.ac.uk

**Head of Psychology**  
Scale: Management Range C Up to £42,802

Thank you for your interest in the post of Head of Psychology at Shrewsbury Sixth Form College.

We are seeking to appoint an enthusiastic, imaginative and innovative Head of Psychology to join this successful department. You will need to be team orientated and possess strong leadership skills.

The Psychology department at present comprises three full time teachers, and one part time teacher including the Head of Department. The position provides an opportunity to develop the subject and manage the continuing success of the department. All Psychology staff are expected to contribute to the review and development of curriculum materials for the department. In autumn 2009 the subject area was assessed as grade 1 (outstanding).

The College is proud of the examination record of our students and pleased with the retention rate on all courses. The 2009 data is as follows:

<b>Subject</b>	<b>Level</b>	<b>Total candidates</b>	<b>A – B %</b>	<b>A – C %</b>	<b>A – E %</b>
Psychology	AS	128	42.97	57.81	89.84
Psychology	A2	104	55.77	77.88	97.12

There are now approximately 250 students taking AS / A2 course. Attendance and retention is good throughout the two years with 85% of AS students currently planning to continue on to A2. From September 2010 we will also be teaching GCSE Psychology.

The WJEC syllabus is currently taught. This syllabus is examined by two written examination papers in each year. There is no coursework component.

**PERSON SPECIFICATION**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
<ul style="list-style-type: none"> <li>Have a degree in the subject relevant to the course to be delivered</li> </ul>	✓		Application
<ul style="list-style-type: none"> <li>Possess a teaching qualification or be prepared to undertake a Further Education teaching qualification</li> </ul>	✓		Application
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Have recent experience of teaching Psychology at advanced level.</li> </ul>	✓		Application
<ul style="list-style-type: none"> <li>Have experience of leadership and management</li> </ul>	✓		Application
<ul style="list-style-type: none"> <li>Have sound experience of tutorial provision – be able to provide pastoral support for students with varying needs and have a sympathetic and understanding attitude towards the needs of young people and disadvantaged groups.</li> </ul>		✓	Application and interview
<b>Skills and Abilities</b>			
<ul style="list-style-type: none"> <li>Demonstrate excellent interpersonal communication skills</li> </ul>	✓		Interview
<ul style="list-style-type: none"> <li>Be able to adopt a variety of strategies to suit students' different learning styles</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Be flexible in approach and able to adapt to the differing needs of a wide range of teams across college</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Have the ability and interest to contribute to students' enrichment activities</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Possess excellent team skills and have the ability to contribute to the team and its goals. Be able to work independently and as a member of the team.</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Be well organised, reliable and punctual</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Possess good IT and administrative skills. Be able to keep accurate records of students' progress and keep an up-to date Record of Work.</li> </ul>	✓		Application and interview
<b>Knowledge and Understanding</b>			
<ul style="list-style-type: none"> <li>Enthusiasm for the subject and ability to impart this to students</li> </ul>	✓		Application and interview. Micro teach
<ul style="list-style-type: none"> <li>Have a knowledge of A level specifications and curriculum initiatives</li> </ul>	✓		Application and interview. Micro teach
<ul style="list-style-type: none"> <li>Have an awareness of health and safety regulations and how they apply to the post</li> </ul>	✓		Interview

<ul style="list-style-type: none"> <li>• Be able to demonstrate knowledge of and commitment to equal opportunities and how to incorporate it into teaching and learning.</li> </ul>	✓		Interview
<ul style="list-style-type: none"> <li>• A clear commitment to the principals and practices of Every Child Matters (ECM), equality and diversity and the safeguarding of children</li> </ul>	✓		Application and interview

## Completing your application

### Data Protection Act 1998

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

### Contract Details

The post is made on the terms and conditions of Teachers' in Sixth Form Colleges.

<b>Contract:</b>	Permanent
<b>Hours:</b>	Full Time
<b>Salary:</b>	Sixth Form Colleges Teachers Pay Spine: Management Range C
<b>Start Date:</b>	1 September 2010
<b>Pension:</b>	Membership of the Teachers' Pension Scheme

#### 1. Application is by means of:

- a completed application form
- a completed Equal Opportunities Form
- a completed Disclosure Form

When completing your application please comply with all **instructions** detailed on the application form. You are asked NOT to send a CV.

The criteria in the enclosed person specification will be used to assist the short listing process. The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application you must ensure that you indicate how you meet these criteria.

#### 2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

#### 3. Health

If you are successful in your application you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

#### 4. Certification

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

For teaching staff evidence of membership of the General Teaching Council (GTC) or Institute for Learning (IfL) will be required.

**5. Equal Opportunities**

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

**6. CRB Disclosure**

If you are successful in your application you will also be required to complete a Criminal Records Disclosure form, at enhanced level, which will enable a check to be made with the Criminal Records Bureau on any criminal background.

If you require confirmation of the receipt of your application, please enclose a stamp addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard us within two weeks of the closing date you should assume you have been unsuccessful in your application.

**Closing date for applications: Friday 19 March 2010**

**Interviews to be held: Week commencing either 22 or 29 March 2010**

Applications should be addressed to:

**Mrs Julie Shaw,  
Personnel Manager  
Shrewsbury Sixth Form College,  
Priory Road,  
Shrewsbury,  
SY1 1RX.**

*Shrewsbury Sixth Form College is committed to Equal Opportunities and positively welcomes applications from every section of the community. The College is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Thank you for your interest in Shrewsbury Sixth Form College.