

# Job Description:

## Curriculum Leader- Humanities and Social Sciences / A Level Psychology Teacher



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REF: CL0065-766

### The role:

The Curriculum Leader will be responsible for ensuring high quality and performance of the A level programmes within the curriculum. The successful candidate will also play a key role in curriculum development and growth of the curriculum's provision in collaboration with the Head of Division, Director of Curriculum & Quality and the Deputy Principal Curriculum & Support.

As part of this role, the successful candidate will be required to teach A level Psychology. At KGV we offer AQA A level Psychology and BTEC Level 3 Extended Certificate Applied Psychology to advanced level students. We are seeking to appoint a well-qualified, highly motivated, and innovative lecturer committed to enhancing our students' achievement and experience in Psychology at King George V College. The successful candidate will play a full role in sustaining and building on the high achievement of A level and BTEC Level 3 Psychology at KGV. You will ideally have a good honours degree (or equivalent) and teaching qualification, have experience of teaching students of 16-19 years at Level 3, and be committed to our students, your subject and the teaching profession. We are, however, willing to consider candidates with other relevant qualifications and experience in education. It would be advantageous for candidates to be able to teach other Social Sciences courses.

The post holder will be self-motivated, enthusiastic and able to demonstrate strong team leading qualities.

### Responsible to:

The postholder is responsible to the Head of Division.

### Key Accountabilities and Responsibilities:

#### 1. Recruitment

Work with the curriculum to recruit and interview students at enrolment  
Provide effective information, advice and guidance and recruit with integrity  
Ensure appropriate induction activities are in place in each subject area.

#### 2. Course Organisation and Management

Chair curriculum meetings and produce minutes  
Ensure the timely completion of Course Overviews, Schemes of Learning & Assessment Plans  
Ensure the timely entry of Timed Assessment grades and Progress grades  
Ensure the timely completion of first year UCAS references  
Ensure Study and Knowledge requirements are met  
Champion stakeholder engagement with the curriculum  
Leading on ensuring appropriate timely interventions are in place for underperforming students  
Ensure students have the opportunity to engage within guest speakers and trips and visits

#### 3. Quality

Liaise with EQAs and college quality nominee to ensure effective and clean bill of health in quality visits

Produce and monitor any action plans

Work with Head of Division to ensure all subjects produce Course Reviews Contribute to the Divisional SAR

#### 4. Teaching, Learning & Assessment

Be a driving force for improving teaching and learning across the curriculum

Liaison with exams to ensure all students are registered with the correct awarding body

Liaise with the Internal Verifier

Meet with External Verifiers if appropriate

#### Curriculum Development

Work with the Head of Division and Director of Curriculum in the development of new courses

Inform the curriculum of changes and developments in their curriculum

Liaise with external agencies

#### 5. Promotion and Marketing

Production and updating of recruitment literature Attendance at promotional events

Build and maintain positive relationships with schools and employers

In addition to curriculum leadership, the role of the lecturer includes:

- Formal scheduled teaching,
- Ancillary duties relating to teaching, training and assessing including but are not limited to:

Planning, preparation, marking (including other forms of assessment), day to day communication with students for the purpose of guidance and support, administration including admissions, enrolment and registration, subject updating, personal development and teaching and learning innovation and improvement, participation in course evaluation as appropriate, participation in the Positive Behaviour Policy procedures as appropriate.

- Giving constructive feedback to candidates.
- To ensure all assessment activities are in line with awarding body standards.
- To support the recruitment activities of the schools liaison team.
- To offer a comprehensive Information, Advice, Guidance and pastoral support service to individual candidates, liaising with Student Services as appropriate.
- To provide and work within a framework of Equal Opportunities and Anti Discriminatory Practices.
- To complete Awarding Body and other relevant documentation relating to achievement.
- To attend standardisation meetings for the team and provide feedback relating to assessment.

- To liaise with Internal Verifiers and provide appropriate feedback.
- To contribute to Internal Verification activities.
- To maintain accurate records of activities carried out within job role and to meet requests for information in a timely manner.
- To undertake continuous professional development as required for the role and inform the curriculum area of industry developments.
- Attendance at marketing events
- To carry out any other duties which may be required from time to time and which are commensurate with the post

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

#### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
A relevant degree or equivalent professional qualification	E	A
Level 2 qualification or equivalent in Numeracy and Literacy (or willingness to undertake and achieve within 2 years)	E	A
A recognised teaching qualification	E	A

Experience		
Previous relevant teaching experience on A level courses	E	A/I
Previous relevant teaching experience on BTEC Level 3 National Qualifications	D	A/I
Evidence of successful achievement student learning including positive value added scores	D	A/I
Relevant work industrial or commercial experience (as appropriate)	D	A/I
Evidence of high standards of classroom practice	E	I
Possession of relevant knowledge and expertise in Technology Enhanced Learning (ILT).	D	A/I

Knowledge, Skills and Attributes		
Enthusiastic and innovative teacher with sound knowledge of current trends in Teaching and Learning	E	I

Ability to lead &/or work in a subject area and cross college team	E	I
Sound communication skills	E	I
Be highly motivated and driven being able to contribute actively and effectively to the success of your subject and the College	E	I
Be prepared to undertake staff development	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

#### Salary:

£36,912.00 to £41,904.00 per annum

#### Summary of Terms and Conditions of Employment:

The post is offered on the Southport Education Group contract for newly appointed lecturers. This consists of a normal working week of 35 hours, comprising duties consistent with the position of lecturer, and a holiday entitlement of 49 days (336 hours) plus Bank Holidays. The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

## Timetable for Appointment:

**Deadline for receipt of applications: Tuesday 27<sup>th</sup> May 2025 (10:00am)**

**Interviews will be held: Within one month of closing date**

## Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

CVs alone will not be accepted.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

