

**Post: Head of Psychology**

**Date of Issue: April 2025**



**Wellingborough  
School**

Founded 1595



## The School

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here just over 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of three counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award are big players, but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

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## **The Role**

**Start Date:** September 2025

**Disclosure Level:** Enhanced

**Reporting to:** SLT

**Hours:** Full time.

**Salary:** As per Wellingborough School Teachers' Pay Scale, plus Middle Leadership Responsibility Allowance.

### **Principal responsibilities**

- Lead and coordinate the work of the Department.
- Create and (on an annual basis) review a Departmental Development Plan (in line with the School's aims), and contribute to and implement the School Development Plan.
- Support, encourage, monitor and appraise colleagues within the Department.
- Assist members of the department with their professional development.
- Delegate leadership and management roles within the Department to colleagues to support their development, as appropriate.
- Construct the Department's budget in a timely manner and ensure delivery to authorised levels throughout the year
- Oversee staffing costs within the Department and ensure that workforce planning is undertaken.
- Coordinate the work of the Department with regard to curriculum plans and schemes of work.
- Monitor colleagues' use of schemes of work and ensure that course coverage occurs at an appropriate rate.
- Ensure that all pupils are well prepared for exams, both internal and external.
- Ensure that all requirements for external qualifications - such as controlled assessment, coursework, practical endorsements – are satisfied.
- Liaise with the Exams Officer to ensure correct and timely entry of pupils for external exams.
- Coordinate, where appropriate, all moderation and standardisation tasks within the Department.
- Consider the skill set of the Department when (in conjunction with the Deputy Head (Academic) recruitment is authorised and appointments are made.
- Assist in the appointment of teachers (and, where relevant, Support Staff) to the Department.
- Facilitate and encourage placement of student teachers, and oversee mentoring and support of student teachers and ECTs.
- Keep abreast of curriculum changes and initiatives – both nationally and internally – and support colleagues in their preparation for this.
- Coordinate Learning & Teaching (including work scrutiny, learning walks, appraisals, lesson observation and performance management) within the Department.
- Attend, be prepared for and contribute to all HOD meetings.

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- Oversee the Department's actions and interventions in response to data analysis.
- Maintain awareness of the Department's performance in external exams in terms of both raw results and value-added, and evaluate this performance against both School and national figures.
- Maintain knowledge of the strongest and weakest pupils in each year group, and the actions being taken to promote their progress and development.
- Produce the Departmental Annual Review, as detailed by the Deputy Head (Academic).
- Oversee the implementation of Learning and Teaching initiatives within the Department.
- Oversee colleagues adherence to all School policies and procedures.
- Encourage the development of subject-based activities and participation in national events and competitions.
- Ensure the Department contributes suitably to the School's outreach and inreach programmes, including preparation for Open Days and other recruitment events, links with feeder schools and other local schools.
- Ensure that the Department markets and promotes its subject and activities.
- Support the Deputy Head (Academic) on public examination results days.
- Oversee the Department's contribution to internal training events, including personal participation in leading sessions as determined by the Director of Learning & Teaching.
- Ensure the Department supports the Deputy Head (Academic) and the Admissions Manager in all entrance procedures and activities.
- Ensure the Department plays a full role in the use and development of Scholars.
- Ensure cohesion, where relevant, between Departments, subjects and staff in the Senior School and Prep School, and coordination with other Departments which have curricular or skills-based links, to include collaboration on learning and teaching, curriculum, assessment, activities, educational visits, internal and external competitions, resources, development plans and workforce planning.
- Manage the calendar of trips, clubs and activities within the Department to ensure good distribution and breadth of opportunities; to act as a filter before items reach the Deputy Head (Operations).
- Coordinate the Department's contribution to the assembly programme (liaising with the appropriate Deputy Head).
- Liaise with the Head of Sixth Form to ensure the Department's support of the School's UCAS administration.
- Ensure compliance with all Health and Safety regulations and risk assessments as they apply to the Department.
- Maintain links with former students and the OW Club.
- Chair regular Departmental meetings.
- The ability to teach A level Sociology would be an advantage.

**Requirements of all staff:**

- Pastoral care of pupils (including, where required, leading a tutor group), appropriate and proactive regard for Safeguarding and protocols designed to support the welfare of pupils.
- Full engagement with professional development and appraisal.
- Participation in events and activities as per the Core Expectations for Senior School staff.

**Post: Head of Psychology**

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- Proper and professional regard for the ethics, policies and practices of the School in which they teach and maintain high standards in their own attendance and punctuality.

### **Revision of Job Description:**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

### **Benefits**

Working at Wellingborough School is hugely rewarding, albeit demanding and busy!

Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits.

The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external. Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. All new staff profit from an induction programme that is tailored to their individual needs. There is free onsite car parking and use of the School's sports facilities. All staff have lunch and refreshments provided.

Northamptonshire and the surrounding area is a nice place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras is only 45 minutes by train from Wellingborough, and Euston is under an hour from Northampton and Milton Keynes.

### **Pension**

The School currently operates a pension scheme with Aviva Pension Trust for Independent Schools (APTIS). The School shall initially pay a sum equivalent to 5% of your basic salary into the pension scheme, subject to contribution by you of at least 5%. The School will also pay a further 15% of your basic salary which you may choose to receive either as pension contribution (for a total of 20% employer contribution), or as additional salary. The School also provides death-in-service benefits, income protection cover, and critical illness cover.

### **The Process**

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, Head of HR, to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by 9am, 15<sup>th</sup> May 2025.

### **Interviews will take place on 19<sup>th</sup> May 2025.**

The School reserves the right to make an appointment before the closing date.



## Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School they must report any concerns to the School's Designated Person or to the Headmaster.

### Person Specification

#### Wellingborough School

Competence	Essential	Desirable
<b><u>Qualifications</u></b>		
• Relevant Honours degree.	Yes	
• Teaching qualification (PGCE or equivalent)		Yes
<b><u>Skills &amp; Experience</u></b>		
• Ability and willingness to teach Psychology at A level	Yes	
• Ability and willingness to teach Sociology at A level		Yes
• Good ICT skills and the desire to continue to develop the appropriate use of ICT for teaching and learning.		Yes
• Ability and willingness to contribute to the School's extracurricular programme.		Yes
• Ability and willingness to contribute to the School's pastoral programme.	Yes	
<b><u>Personal Qualities</u></b>		
• An interest in and enthusiasm for Psychology and Sociology	Yes	
• Self-motivation.	Yes	
• A willingness to continue to develop as a professional.	Yes	
• Strong organisation, administrative and time-management skills.	Yes	
• Flexibility and adaptability.	Yes	
• Able to demonstrate suitable characteristic necessary when working with children	Yes	