



## Job Description

### Head of PSHCE

**Responsible to:** The Headteacher via Senior Leadership Team member

#### Principal Responsibilities

- To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regard.
- To develop an excellent PSHCE curriculum, from KS3 to KS5, in order to secure exceptional provision that holistically develops and educates the whole-child.
- To lead, manage and deliver PSHCE as part of the timetabled curriculum to ensure the effective use of resources, excellence in teaching and learning and exceptional outcomes.
- To provide professional leadership and management of PSCHE (which encompasses, SMSC and Anti Bullying education) whilst holding staff to account for student progress.
- Co-ordinate as and when needed the delivery of PSHCE in any drop down days/sessions.
- To lead and manage the Anti-Bullying committee.
- To liaise with the careers coordinator to build careers education into the PSHCE curriculum.

**Posts directly supervised:** Staff who support with the promotion of PSHCE, SMSC and Anti-Bullying.

#### Specific Responsibilities

- To develop a PSHCE curriculum to meet the changing needs of our students due to changes at a local, national level and international level
- Co-ordinate PSHCE delivery through the taught curriculum and other formats dependent on need
- Liaise with the Pastoral team and the Special Educational Needs team – to further develop the whole school PSHCE programme so that it meets need.
- Monitor and evaluate the impact of PSHCE
- Report to both internal and external stakeholders
- Ensure all learners develop skills/understanding in line with SMSC criteria and Anti Bullying strategies quickly and in depth.
- Inform and train all teachers to develop students' understanding of SMSC and how to deal with bullying.
- Lead and manage all staff within the school in order that lessons within the school are consistently evaluated as good or better (as identified by OfSTED criteria) and support PSHCE, SMSC, Anti Bullying and Careers policies.
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students in terms of PSHCE, SMSC, Anti Bullying and Careers.
- Develop and promote effective partnerships with parents, carers, staff and students so they are highly positive about the provision of PSHCE, SMSC, Anti Bullying and Careers.
- Support and develop staff who teach PSHCE, SMSC, Anti Bullying and Careers to manage student behaviour and that a systematic, consistent approach to behaviour management, in line with whole school policy, is applied within all lessons/extra-curricular activities.
- Demonstrate an uncompromising and highly effective drive to improve achievement, or sustain the highest level of achievement, for all students within the area of PSHCE, SMSC, Anti Bullying and Careers, over a sustained period of time.

- Lead on the self-evaluation of PSHCE, SMSC and Anti Bullying across the school and show a deep and accurate understanding of the school's performance and, of staff and students' skills and attributes (including the forensic use of national and school data).
- Provide highly positive, memorable and rich experiences for high quality learning that contributes to student learning about their PSHCE, SMSC, Anti Bullying and Careers needs.
- Employ highly successful strategies for engaging with students, parents and careers so all are aware of how Bullying is dealt with.
- Support the school's careers provision through liaising with the careers team and adapting schemes of work accordingly.
- Support the planning, organizing and management of careers events to broaden students' horizons and that ensure they are truly aspirational.
- To coordinate the whole-school assembly rota so that it is aspirational, strategic in its delivery and responds to local, national and international events. Deliver assemblies in relation to PSHCE.
- Evaluate the provision of PSHCE, SMSC and Anti Bullying in order to improve its effectiveness.
- Liaise with the pastoral teams on a weekly basis to ensure PSHCE, SMSC, Anti Bullying and Careers education meets the needs of our students.

### **Duties and Responsibilities**

- The major task of teachers is to enable all students to achieve their full potential (social, physical, emotional and intellectual) by developing in them relevant skills, competencies, attitudes, concepts and knowledge. Teachers should use their professional judgements and skills to help students to acquire the confidence to tackle all aspects of learning throughout their lives. They should seek to enhance self-esteem and self-fulfillment of students through a supportive, encouraging, yet challenging approach to learning.
- Teachers will achieve these aims by working at or towards the professional standards at the appropriate level. All teachers will be expected to prepare, teach, mark work and keep appropriate records of assessment of designated groups within Team or Departmental areas in accordance with school and department policies. A wide variety of teaching styles suited to the needs of individuals and small groups as well as whole classes should be adopted.
- All teachers will be expected to work collaboratively with other staff as members of teams, departments and/or other cross-curricular groups. They will contribute their own particular talents and skills to such groups to aid the production of new initiatives, policies, resources, schemes of work etc.
- In collaboration with students and support staff, all teachers are responsible for caring for the School environment, and teachers take responsibility for their own rooms.
- Teachers should have a concern for the academic and general welfare of students in their care during specific lessons, but teachers who are tutors (and most are) are expected to take a broader responsibility for the development and progression of a group of students.
- Much is expected of teachers at Holmer Green Senior School in order to meet both their own professional fulfilment and the aims of the School, but all staff also have the right to appropriate support, learning and development opportunities and INSET through formal and informal contact with colleagues, particularly Heads of Department, and members of the Leadership Team.
- Teachers are encouraged to assist in the development of any aspects of the school to which they feel drawn.

### **Qualifications Required**

- Good honors degree or equivalent
- Qualified Teacher Status
- Evidence of recent or relevant training and development and/or further study

**General Requirements**

- Attend scheduled meetings
- Actively seek to develop professionally
- Ensure all staff within HGSS take active steps to eradicate all forms of bullying.
- Take a lead role in establishing a positive learning environment amongst all staff and students to ensure students are able to make a positive contribution, learn and thrive in an atmosphere of dignity and respect.
- Lead by example and demonstrate passion and ambition for the school, subject and its students.
- Produce, implement, monitor and evaluate a development plan in line with the school priorities and the whole school development plan.
- Focus relentlessly on improving the quality of teaching and learning and assessment within this remit and ensure that it impacts on learners.
- Lead on and engage all team members in quality assurance processes such as collaborative planning, work sampling, learning walks, student voice activities and lesson observations that allow for greater consistency in teaching and learning.
- Participate in the school appraisal process
- Work within the terms and conditions of the current School Teachers’ Pay and Conditions document
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

**Postholder**

Name .....

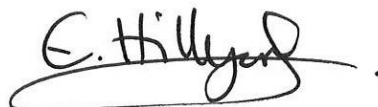
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**Headteacher**

Name E Hillyard

Signature



Date December 2024